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Plan for Poughkeepsie

- ☞ *MARAC and NEA joint fall meeting*
- ☞ *Proposed change in MARAC constitution*
- ☞ *Missed Towson? Spring meeting session abstracts*
- ☞ *MAI scholarship winners report*

From the Chair

As the autumn leaves change color in the beautiful Hudson River Valley, I am looking forward to joining fellow MARAC members in Poughkeepsie for our Fall meeting. This conference will be especially salutary because the meeting is being held jointly between MARAC and the **New England Archivists**, our sister organization to the north. And, as we gather in Poughkeepsie, I am reminded again of the dedicated volunteers who work diligently to create the lively and informative programs for our Spring and Fall meetings. If you have not already done so, please consider volunteering for a MARAC committee. From Local Arrangements and Programs, to Finance, Outreach, and the other committees, MARAC offers members many opportunities to serve.

In addition to the obvious benefit of professional development, participation in MARAC provides opportunities to join with your peers from other institutions, and to furnish

beneficial services to members and other interested professionals. You will develop new experiences, and meet and learn from some dedicated folks in the region who share your professional concerns. For a complete list of committees, please see the MARAC web site (www.marac.info).

I would like to draw your attention to the article appearing in this issue contributed by the esteemed caucus representative from New York, **Geof Huth**. Geof's article does an excellent job of explaining the pros and cons of a proposed amendment to the MARAC constitution. This amendment would allow MARAC flexibility in the number of conferences held each year, in contrast to the currently mandated two meetings a year. This issue will be discussed at the business meeting in Poughkeepsie, and then submitted to the membership for a vote by a mail ballot.

At the Summer Steering Committee

meeting, held August 2 in Baltimore, the Committee voted to continue MARAC's contract for management services with Kimball & Associates. K&A has provided splendid service for MARAC, especially in the areas of conferences and membership. After two years with no increase in fees, the contract was renewed with a raise in fees, but the Steering Committee believes the increase was fair and reasonable. Most of you know the public face of K&A through **Catherine Payson**, who handles a myriad of membership responsibilities for MARAC. We are indeed fortunate to have Catherine's capable assistance.

A number of you have responded to my columns with thoughtful ideas and insightful critiques. Although MARAC performs many good services for members, we are always looking to improve, and I welcome your comments.

Jeff Flannery
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THE LOCAL ARRANGEMENTS COMMITTEE OF THE TOWSON 2002 SPRING MEETING
WOULD LIKE TO THANK THE BALTIMORE SUN FOR CONTRIBUTING \$1,000,
AFTER THE FACT, TO HELP MAKE THE TOWSON MEETING A FINANCIAL SUCCESS.

Cover image:

The Dutchess County Courthouse was home in 1788 to debates about the ratification of the United States Constitution. The courthouse is located in Poughkeepsie, New York, site of the Fall 2002 Joint MARAC/NEA meeting.

Photo courtesy of the Dutchess County Historical Society

Steering Committee Summary — Summer 2002

*August 2, 2002, Langsdale Library,
University of Baltimore, Baltimore, MD.*

The meeting was called to order at 11:05 a.m. The minutes for the Spring 2002 meeting were approved.

CHAIR

Kimball & Associates (K&A) reported that the first of three Membership Renewal mailings for 2002–2003 went out on July 12. Two letters from Jeff Flannery were sent with the mailing, as well as a Membership Committee survey. Second and third mailings will be sent on Sept. 6 and Oct. 4. K&A changed the dues renewal form to ask if a Student/Retired Member is Student OR Retired.

The Ad Hoc Committee for Administrative Services was discussed. The charge of this committee is to review proposals received from other management firms interested in serving as MARAC administrators, as well as reviewing the status of our contract with K&A.

Jeff Flannery and John LeGloahec met with Phil Kimball of K&A recently, and discussed the increase in fees charged by K&A this year. K&A had not raised the fees in two years. The Ad Hoc Committee had some questions about how costs are shared among all K&A clients; the feeling of the Ad Hoc Committee was that we should only be charged on basis of use. The feeling of the Steering Committee is that we are basically satisfied with K&A service.

John LeGloahec moved to accept the administrative fee increase to \$26,500 and that the out-of-pocket fee increases will be negotiated after a clearer understanding of the amounts involved is attained. The motion was approved.

The At-Large member of the Steering Committee vacancy created by John

LeGloahec's election as Treasurer has been filled by La Nina Clayton.

MARAC members received notification about potential bylaws changes regarding the frequency of meetings held by MARAC; these changes will be discussed at the business meeting in Poughkeepsie. The ballot will be sent out after the Poughkeepsie meeting to be voted on by the membership. The change is meant to provide some flexibility for meetings. (*See the "Making Choices" article elsewhere in this issue —ed.*)

Jeff, on behalf of MARAC, sent out letters to New York state leadership opposing the creation of NYICE. In another New York issue, Jeff has been in contact with Janet Linde about the status of Mayor Guiliani's papers; MARAC has taken a position against his giving his papers to a private entity.

VICE CHAIR AND MEETINGS COORDINATING COMMITTEE (MCC)

The new Development Committee will take on the responsibility of coordinating vendor/exhibit duties for each conference beginning with the Trenton meeting. Mary Mannix and others will assist in getting this task off the ground.

Cheryl Stadel-Bevans is the new program editor.

Danna Bell-Russel and Susan McElrath have submitted a great PC report for the Towson, MD meeting. LAC is still working on their report and it should be submitted shortly.

Alison Oswald (MARAC) and Barbara Austen (NEA) are the Program Co-Chairs for the joint meeting with the New England Archivists (Poughkeepsie, NY, Oct. 23–26, 2002), and Christine Crawford-Oppenhimer and Brian Keough are Local Arrangements Co-Chairs. A

reminder: This is an abbreviated conference for MARAC.

The Spring 2003 meeting will be held at the new Lafayette Yard Marriott Conference Hotel in Trenton, NJ, April 24–26, 2003. Ben Primer and Karl Niederer are the Local Arrangements Co-Chairs and Gary Saretzky and Alex Magoun are the Program Committee Co-Chairs.

A contract for the Fall 2003 meeting in Gettysburg, PA (Oct. 29–Nov. 1, 2003) has been signed with the Gettysburg Hotel. The hotel has a limited number of rooms but has committed to blocking 30 additional rooms at nearby hotels with the same or lower rates. Christine Amadure and Pamela Whitenack will serve as Local Arrangements Co-Chairs and Jim Gerencser and Karen Drickamer will be the Program Co-Chairs.

Danna Bell-Russel and Margaret Jerrido met with several representatives at the Holiday Inn in Silver Spring, MD, regarding the Spring 2004 meeting. Tentative dates are April 29–May 1, 2004. Issues still to be negotiated include facility rental charges, exhibit space, cancellation clause, and cut-off date.

Debbie Rougeux and Ed Galloway are LAC Co-Chairs for the Fall 2004 meeting in Pittsburgh. Valerie Metzler has agreed to be Program Committee Co-Chair.

Discussion of the upcoming meetings followed the report. Issues included: the Silver Spring Holiday Inn may not be possible because they want to charge for meeting space; cut-off dates for hotels are going further and further out from meeting date and the escape clause is a sticking point with hotels; Gettysburg will need to find us a new hotel and pay for a new program if

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they back out on us, and we would need to pay large amount if we backed out; insurance fees have increased astronomically after 9/11; we now need to agree to consume a stated rate for food; hotels now want to charge for space as opposed to folding fees into the contract; Pittsburgh will not be a joint meeting with MAC — MAC is going to Utah, so many members may come to Pittsburgh instead; if the bylaws change to hold up to two meetings per year passes, MCC will make a recommendation to Steering Committee on whether one or two meetings in a given year are feasible.

ADMINISTRATOR

Current membership is 943 Regular Members and 87 Student/Retired Members. State Caucus memberships are as follows: DC-190; DE-32; MD-147; NJ-125; NY-245; PA-208; VA-144; WV-14. Please note that some members belong to more than one caucus, so total membership numbers will not match up with state caucus numbers.

TREASURER

Third Quarter income came from dues, publication sales and advertising, bank interest, conference income, and contributions. Expenses included annual insurance premium, K&A management fees, new QuickBooks software, publication of the MAA, awards and scholarships presented at the conference, and Spring 2002 conference costs. The Towson meeting profit should be \$13,254.89.

Steve Dalina is now serving as a member of the Finance Committee, as Steering Committee Representative and as liaison to the Development Committee.

A motion to approve the proposed budget was made and seconded; the budget for FY2003 was approved.

ARCHIVIST

This summer Lauren Brown, the MARAC Archivist, is working on a revision to the MARAC Finding Aid, incorporating documentation received since early 2000. This update should be completed and on the MARAC web site this fall.

An alphabetical listing of MARAC members from 1972–82 was sent to Brian Keough for potential use by the Poughkeepsie LAC in recognizing MARAC veterans and founders (Old Fogies) at the 30th anniversary meeting in Poughkeepsie.

Anyone interested in retiring files to the MARAC Archives should mail those files to Lauren or give them to any member of the Steering Committee who works in the vicinity of College Park (e.g., Archives II) to pass along to Lauren.

COMMITTEES

Education

With Teresa Mora serving as lead, workshops have been developed in conjunction with NEA for Fall 2002. MARAC is responsible for three workshops, while NEA holds a morning grant-writing workshop, as well as coordinating with SAA for a full day workshop on copyright.

Bob Sink has graciously agreed to serve as lead coordinator of workshops for the Trenton, NJ, Spring 2003 meeting.

The web site has been updated to reflect MARAC's new set of scholarship offerings.

Beth Bensman, Manager of Public Services and Outreach, Presbyterian Historical Society, Presbyterian Church (U. S. A.), in Philadelphia has replaced Susan Malbin on the Committee. The Committee currently has one vacancy.

Discussion followed the Committee report. Issues included: SAA has agreed

to provide food for workshop attendees; contributions to the educational endowment fund are welcome; the CAPES program in New Jersey would perhaps be a good target group for workshop sessions; there was a mailing issue for last meeting's workshops — participants showed up who were unexpected.

Nominations and Elections

No report was submitted, but elections are coming up so nominations will be forthcoming. Lisa Mangiafico volunteered to count ballots and will solicit help from Philadelphia colleagues.

Outreach

Archives Week dates are October 6–12. The theme is: "Archives: The History that Binds Us."

It is appropriate for caucuses to recognize members/non-members for voluntary services given at the Caucus level. MARAC Service Awards are for recognition of voluntary services that benefit all of MARAC. Service Awards were granted to the following people: Rebecca L. Collier, former Treasurer; Connie Cooper, Delaware Representative; James G. Cassedy, DC Representative; Gary D. Saretzky, New Jersey Representative; Jim Quigel, Pennsylvania Representative; and Ellen Hassig Ressmeyer, West Virginia Representative.

Membership

31 new members have joined since the Towson meeting: 28 regular and 3 student/retired.

The brochure has been reprinted with the assistance of Jim Stimpert. The Membership Committee has included another short survey concerning demographic information in the dues renewal notice.

Michael Knies has become chair of the Committee, and the Committee

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has also added Laura Drake as a new member.

Arline Custer Memorial Award

As of July 30, the Committee Chair has received three articles and eleven books. This is, to the best knowledge of the Committee, a record number of submissions. The Committee hopes to have judging completed by October 1.

Future issues for the Committee include: 1) One book submission was edited (although not submitted) by a current member of the Committee. The guidelines may need to be revised to indicate that members of the Committee can either not submit any of their works while they are on the Committee or that they cannot vote on their own work; 2) It was suggested that the Committee consider reviewing web sites for Custer Award consideration. This, too, may require a bylaws change; 3) The Committee may consider adding a third category specifically for exhibit catalogs.

Finding Aids Awards

The Committee's two vacancies are filled. The newest members are Jennifer Gunter, Coordinator, Special Collections, Digital Library and Archives, University Libraries, Virginia Tech and Derek Gray, The Library of Virginia.

Publications

Jim Quigel, new Committee Chair, welcomed the Committee's three newest members: Jennifer Davis McDaid, Archives Research Coordinator at The Library of Virginia; Jane V. Charles, Associate Archivist, Historical Collection and Labor Archives, The Pennsylvania State University; and Susan Hamson, our new Associate Editor of the *Mid-Atlantic Archivist*, Othmer Library of Chemical History, Chemical Heritage

Foundation. The Publications Committee currently has two vacancies to fill.

Quarterly publication sales totaled 12 publications.

Jim has been reviewing expenses and procedures for the printing and distribution of MAA. Future MAA issues will likely be limited to 24–26 pages to minimize printing costs. To improve the mailing efficiency and to reduce costs, Jim has authorized K&A to forward to CBD mailing list/label information in electronic format so that labeling information can be sorted more efficiently.

Back issues of the MAA are now available on the MARAC Publications web page (www.lib.umd.edu/MARAC/maaisues.htm). As a policy, the most recent two issues of MAA will not be available online.

The following technical leaflets are planned for publication for the upcoming year: Archives Week: Planning and Implementation; Be Prepared: Disaster Planning; and an "occasional publication" devoted to the American Disabilities Act and Archives. Future technical leaflets and occasional publications planned include such topics as: Archiving the Records of Religious Institutions; Architectural Records; and Maintaining and Preserving the Labor Union Records.

Development

The new Development Committee now has eight of ten members on board. These are: Stephen Dalina (Finance Committee representative), Fynnette Eaton (at large), Jeffrey Flannery (ex officio, MARAC Chair), Lisa Mangiafico (Membership Development Committee representative), Mary Mannix (at large), Robert Sink (Education Committee representative), James Stimpert (Meetings Coordinating Committee representative), and James Byers (at large, Development

Committee Chair). Jim Byers is looking for two more people to serve.

The Committee's first action is a letter sent with dues notices, signed by the MARAC Chair, asking members to consider making a contribution to the MARAC Educational Endowment Fund when they renew their membership.

The Committee has been in contact with the Trenton LAC people who will be working with vendors at the meeting. Stephen Dalina, Fred Pachman, and Jim Byers have had preliminary discussions about how the Development Committee can work with the Trenton LAC to contact the vendors about exhibit tables and contributions to the conference. Mary Mannix has now joined this group.

NCCPH (NATIONAL COORDINATING COMMITTEE FOR THE PROMOTION OF HISTORY)

Jeff Flannery is the MARAC liaison with the NCCPH; on behalf of MARAC he filled out a survey sent out by NCCPH.

The meeting was adjourned at 1:48 p.m.

Treasurer's Report, Fiscal Year 2002

April 1, 2002–June 30, 2002

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	% of Budget	2001 Actual
REVENUE AND SUPPORT								
Membership Dues	\$37,000.00	\$6,112.00	\$1,785.00	\$1,570.00	\$0.00	\$9,467.00	26%	\$36,207.00
Publications Sales	\$500.00	\$471.05	\$0.00	\$36.06	\$0.00	\$507.11	101%	\$814.46
Pub. Advertising	\$900.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	28%	\$1,110.00
Bank Interest	\$3,400.00	\$293.68	\$254.23	\$150.49	\$0.00	\$698.40	21%	\$3,328.65
Conferences	\$8,000.00	\$19,704.61	\$12,429.00	\$24,962.00	\$0.00	\$57,095.61	714%	\$52,912.67
Mailing List Sales	\$100.00	\$0.00	\$40.00	\$0.00	\$0.00	\$40.00	40%	\$150.00
Contributions	\$6,000.00	\$277.00	\$160.00	\$5.00	\$0.00	\$442.00	7%	\$5,029.00
Miscellaneous	\$100.00	\$0.00	\$0.00	\$36.00	\$0.00	\$36.00	36%	\$53.70
Total Revenue - Support	\$56,000.00	\$26,858.34	\$14,668.23	\$27,009.55	\$0.00	\$68,536.12	122%	\$99,605.48
EXPENSES								
General	\$1,300.00	\$20.00	\$804.12	\$415.00	\$0.00	\$1,239.12	95%	\$1,680.50
Administrator	\$28,690.00	\$6,690.37	\$7,157.00	\$7,414.80	\$0.00	\$21,262.17	74%	\$30,409.94
Treasurer	\$600.00	(\$22.79)	\$746.07	\$263.11	\$0.00	\$986.39	164%	\$3,668.08
State Caucuses	\$688.00	\$111.77	\$68.96	\$0.00	\$0.00	\$180.73	26%	\$89.02
Committees	\$3,110.00	\$103.01	\$647.84	\$100.43	\$0.00	\$851.28	27%	\$1,912.24
Publications	\$16,300.00	\$0.00	\$139.45	\$5,126.00	\$0.00	\$5,265.45	32%	\$16,097.46
MARAC Archivist	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	100%	\$0.00
Awards	\$800.00	\$300.00	\$0.00	\$450.00	\$0.00	\$750.00	94%	\$700.00
Conference Expenses	\$0.00	\$18,082.38	\$3,564.15	\$7,970.73	\$0.00	\$29,617.26	0%	\$28,712.27
MARAC Scholarship	\$4,112.00	\$645.00	\$845.00	\$800.00	\$0.00	\$2,290.00	56%	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
Total Expenses	\$56,000.00	\$25,929.74	\$14,372.59	\$22,540.07	\$0.00	\$62,842.40	112%	\$83,269.51
NET INCOME or (LOSS)	\$0.00	\$928.60	\$295.64	\$4,469.48	\$0.00	\$5,693.72		

SUMMARY - THIRD QUARTER FY 2002		FUND	OPENING	CREDITS	DEBITS	CLOSING
Opening Balance	\$128,863.15	Operating	\$42,591.70	\$26,854.06	(\$21,740.07)	\$47,705.69
Income	\$27,009.55	Endowment	\$30,271.45	\$155.49	(\$800.00)	\$29,626.94
Expenses	(\$22,540.07)	Reserve	\$56,000.00			\$56,000.00
Closing Balance	\$133,332.63	Totals	\$128,863.15	\$27,009.55	(\$22,540.07)	\$133,332.63

Cash Accounts

Checking Accts.:	\$94,876.82
Savings Accts.:	\$38,455.81
Cert. of Deposit:	\$0.00
Total	\$133,332.63

Project Assistant Position Opening: *The Barnes Foundation, Merion, PA*

The Barnes Foundation Archives seeks a Project Assistant for a twelve-month, part-time Pennsylvania Historical and Museum Commission (PHMC) grant funded position to process a selection of correspondence and institutional records of The Barnes Foundation, ca. 1910–1951.

Qualifications include: B.A. in History, Art History, or related field; experience processing and handling archival material OR attendance in a Library Science program with coursework in archives OR a graduate program in a humanities field including coursework in archives; ability to work independently; facility with computer applications and Microsoft Windows; ability to lift 30–40 lbs.

The position will begin in October/ November 2002. Salary is \$15.23/ hour, 16 hours per week. To apply, or for more information, contact: Archivist, The Barnes Foundation, 300 North Latch's Lane, Merion, PA 19066, (610) 667-0290 ext. 1048, or fax (610) 664-4026. For more information on The Barnes Foundation, visit our web site: www.barnesfoundation.org.

Join MARAC in the Hudson Valley!

Fall 2002 Joint MARAC/NEA Meeting, Poughkeepsie, NY

It's that time of year again! The air gets a slight chill, the leaves begin to change color, and archivists from the Mid-Atlantic Region come together to share their stories of archival glory! October 24 to 26, 2002, MARAC will hold a joint meeting with the New England Archivists (NEA) at the Poughkeepsie Grand Hotel in Poughkeepsie, NY.

The program, *A New Deal for Archivists: The Expanding Scope and Content of Archival Responsibilities*, is designed for archivists from any type or size repository. Workshops on Thursday, October 24, are diverse in scope and content. SAA will be offering "Copyright: the Archivist and the Law" addressing the issues of intellectual property rights, information commerce, and U.S. federal law for archives and manuscripts. "Arrangement and Description: Introduction to Archival Processing" is an intermediate-level full day workshop focusing on collections with little original order. Learn how to protect your collections in "Disaster Planning for Archivists." Need funding? Learn how to write a grant proposal in the half day workshop "The Nuts and Bolts of Writing a Successful Grant Proposal," or learn how to work with your institution's fundraisers to get what you need in "How to Work with Donors, Development, and Deans to Negotiate and Recognize Gifts."

Equally diverse are the sessions being offered on Friday and Saturday. Several sessions will revolve around technology in the archives such as creating web pages, digitizing collections, and the creation of HTML-encoded finding aids. Security of collections from theft, vandalism and destruction will be talked about in Saturday morning's session "Security in Archival Institutions," and if you still have worries, Saturday



SPRINGWOOD, THE HYDE PARK, NEW YORK, HOME OF FRANKLIN D. ROOSEVELT.
PHOTOGRAPH COURTESY OF THE FRANKLIN D. ROOSEVELT LIBRARY

afternoon offers "Fire Detection and Suppression in Cultural Institutions." New graduates to the field will gain helpful guidance in the session "Archival Education and the Job Search." "Moving an Archives" will lay the foundation for everything you need to know to reduce the risk to your collections when it comes time to move an archives or historical library.

A special session, "Archives in the Movies: the Good, the Bad, and the Ugly," is scheduled for Friday evening to enlighten and entertain. Leith G. Johnson, co-curator of the Wesleyan Cinema Archives, will show film clips and discuss how archivists, curators, and the people and places of this profession have been portrayed in the movies.

Poughkeepsie is located in the center of the Hudson Valley, and has been home to the Roosevelts, Rockefellers, Vanderbilts, Samuel Morse, the Hudson River School of painters, Vassar College, the United States Military Academy at West Point and much more. Four tours are being offered during the conference: 1) The Culinary Institute of America is the school of the world's most renowned chefs. As well as a tour, the

Institute will be open for dining during the conference; 2) The Vassar College Libraries will offer a tour. The library's holdings include medieval illuminated manuscripts and collections from Vassar graduates and faculty including authors Samuel Clemens and Elizabeth Bishop, and historians Lucy Maynard Salomon and Alma Lutz; 3) Locust Grove is the home of Samuel F.B. Morse, the inventor of the telegraph, and offers spectacular architecture and multiple gardens created to inspire; 4) Historic Huguenot Street in nearby New Paltz is one of the oldest streets in America, with most of its original stone houses still standing. This tour will finish with a visit to the Adair Vineyards and a wine tasting.

The plenary program offers Edward Tenner, who will discuss "The Evaporation of Knowledge," based on his efforts to use archives to understand the past, and on the paradox of anticipating what researchers will find useful in the future. Mr. Tenner has been an independent writer and consultant first at the Institute for Advanced Study, and more recently

SEE HUDSON VALLEY ON PAGE 7



VASSAR COLLEGE STUDENTS CELEBRATE THE DAISY CHAIN TRADITION IN 1905.
PHOTO COURTESY OF VASSAR COLLEGE LIBRARIES,
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with the Geosciences and English Departments at Princeton University. His essays, writings, and reviews have appeared in the *New York Times*, *Wall Street Journal*, *Newsday*, *The Guardian* and *Telegraph*, *Invention and Technology* and other scholarly journals. He explores the unpredictable side of technology from the *Paradoxical Proliferation of Paper* to *Why Things Bite Back: Technology and the Revenge of Unintended Consequences*.

Attendees are invited to a reception Friday evening at the Roosevelt Library and Museum in Hyde Park, a few miles north of Poughkeepsie. The Franklin D. Roosevelt Library was the first of the presidential libraries. It includes the

papers of Franklin D. Roosevelt, Eleanor Roosevelt and associates of Roosevelt's public and private life.

Don't forget, MARAC's hospitality suite will be available each evening for everyone to relax at the end of a busy and exciting day!

Online program information can be found at www.marac.info/fall2002a.htm, or www.lib.umb.edu/newengarch/meetings/f02/index.html. Early registration must be postmarked by October 4. Special room rates at the Poughkeepsie Grand Hotel are available through September 24, visit: www.pokgrand.com for more information. Don't miss out!

LOCAL ARRANGEMENTS:

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PROGRAM COMMITTEE:

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CONFERENCE INFORMATION:

www.lib.umd.edu/MARAC/maraccon.htm

Poughkeepsie Grand Hotel:
www.pokgrand.com

Poughkeepsie Journal Tourism Section:
www.pojonews.com/enjoy

Winter 2003 Modern Archives Institute Scholarship

November 1 Deadline For Applications

The Mid-Atlantic Regional Archives Conference (MARAC) provides scholarship funds for one individual to attend each Modern Archives Institute. The scholarship award covers the tuition (\$650) and up to \$200 in related expenses.

This scholarship is established in honor of MARAC member Leonard Rapport and is known as the **Leonard Rapport Modern Archives Institute Scholarship**.

QUALIFICATIONS: For this scholarship, an individual must currently be employed in the MARAC region in an archival or archives-related position.

APPLICATION: Applicants should submit a resume, a cover letter including a statement of the expected benefits of attending the Institute, and two letters of recommendation from persons having knowledge of the applicant's work and qualifications. All scholarship applications should be sent by email to mary.rephlo@nara.gov, with a hard copy by fax (202-208-1903) or mail to the current chair of the MARAC Education Committee:

Mary Rephlo
West Moat
National Archives Building
700 Pennsylvania Avenue, NW
Washington, DC 20408

DEADLINES: Applications for the January 27–February 7, 2003, Institute scholarship should be received no later than November 1; the recipient will be notified by December 15.

Individuals accepting the scholarship agree to write a report on the experience for possible publication in the *Mid-Atlantic Archivist*.

FURTHER INFORMATION: For further information about the Modern Archives Institute, see: www.nara.gov/arch/profdev/mai.html.

The Wistar Institute

Exhibition of Early 19th-Century Anatomical Sculptures by William Rush

Sometime about 1808, the renowned Philadelphia physician Caspar Wistar, namesake of The Wistar Institute, asked the sculptor William Rush to make a series of large-scale anatomical models. Rush, known as a maker of civic statuary and ships' figure-heads, responded with the strangest works of his career: a massive inner ear, a cumbersome jaw, and some 19 other large-scale models in wood and papier-mâché of human body parts. The seven surviving models will be on view with related works for the first time in "Mammoth Scale: The Anatomical Sculptures of William Rush."

Opening October 18, 2002, this free year-long exhibition in the atrium of The Wistar Institute will be open to the public Monday through Friday, 9 a.m. to 5 p.m.

The size of Rush's anatomical sculptures stems from the popularity of the medical lectures Caspar Wistar gave as chair of anatomy at the University of Pennsylvania. Teaching classes with as many as 500 students, Wistar found it impossible to demonstrate minute anatomical structures to his large audiences. He commissioned Rush to

create the oversized models so that his lectures would be understandable to everyone who attended.

"Mammoth Scale" displays for the first time several of Rush's anatomical sculptures that were previously believed lost. The exhibition is the first to focus exclusively on Rush's anatomical sculptures and the only to include all known surviving models, which belong to the Wistar Museum Collections.

"Some of the Rush anatomical models have been displayed in art museums, but this is the first time that they will be exhibited in their own milieu," says Nina Long, M.L.S., Wistar's director of library services, archivist, and curator of the Wistar Museum Collections. "At The Wistar Institute, we can present these sculptures as works of art and as objects made for medical education."

Major funding for "Mammoth Scale" was provided by the William Penn Foundation. Additional support was provided by the Pennsylvania Historical and Museum Commission, The Bay Foundation, and the American Association of Anatomists.

The Wistar Institute is located on the University of Pennsylvania campus at 36th and Spruce streets. The entrance to Wistar's atrium, home to "Mammoth Scale," is on the 36th Street pedestrian walkway just north of Spruce Street.

The Wistar Institute is an independent nonprofit biomedical research institution dedicated to discovering the causes and cures for major diseases, including cancer, cardiovascular disease, autoimmune disorders, and infectious diseases. Founded in 1892 as the first institution of its kind in the nation, The Wistar Institute today is a National Cancer Institute-designated Cancer Center — one of only eight focused on basic research. Discoveries at Wistar have led to the development of vaccines for such diseases as rabies and rubella, the identification of genes associated with breast, lung, and prostate cancer, and the development of monoclonal antibodies and other significant research technologies and tools.

For more information, contact Marion Wyce, Public Relations, The Wistar Institute, 215-898-3943, wyce@wistar.upenn.edu.

ARCHIVAL methods

Archival Methods LLC, a manufacturer and international supplier of archival storage and presentation products, has responded to UNESCO's call for aid to flood ravaged museums and archives in Central Europe by donating 5% of sales for the balance of the year.

In describing the initiative, company president Dennis Inch explained that his company will send proceeds directly to the New York-based "Foundation

Archival Methods Establishes Central European Archives Flood Relief Fund

for a Civil Society/VIA," one of the leading organizations spearheading the efforts to help save cultural records and artifacts in effected areas of Central Europe. Said Inch, "Scores of libraries and institutions have been severely damaged and hundreds of thousands of books and documents destroyed; what can still be saved must be saved. A building can be rebuilt, but destroyed archives are gone forever." He urged his colleagues and competitors to join

Archival Methods in this rescue effort.

Archival Methods asks that customers show their awareness and support of the program by mentioning "Flood Relief" when they order, whether on line (in the "special instructions" box provided), or by phone or fax.

For more information, contact: Steven Hess, 866-877-7050, shess@archivalmethods.com.

Welcome New Members!

Amy Blaine — *Association of American Medical Colleges*

Janine Bruce — *University of Baltimore*

Jane V. Charles — *Penn State University Special Collections*

Catherine R. Clawson — *Valley Forge Military Academy & College*

Sarena Deglin — *Delaware Art Museum*

Christine Ridarsky DiVeronica — *Rochester Regional Library Council*

Lynn Dorwaldt — *Wagner Free Institute of Science*

Edward Gaynor — *University of Virginia*

Andrew C. Gibson

DiAnna Hemsath — *University of Pennsylvania*

Amey A. Hutchins — *University of Pennsylvania*

Patrick Kerwin — *Library of Congress*

Lisa Kochik

Beth Lander — *Bucks County Historical Society*

Michael R. Lear — *Franklin & Marshall College*

Howard P. Lowell — *National Archives & Records Administration*

Jeffrey V. Moy — *The Newark Museum*

Steve Noel

Catherine O'Brien — *Virginia Tech*

Elaine G. Powers — *Virginia Room/Roanoke Public Libraries*

Ann Marie Przybyl — *WNY/Finger Lakes PDC*

Christopher M. Raab — *SUNY New Paltz*

Amy C. Schindler — *University at Albany, SUNY*

Karen L. Spencer — *University at Buffalo*

Brian R. Stevens — *Bobst Library, New York University*

William Stingone — *Columbia University Libraries*

A. Kerry Strong — *Marine Corps University Research Archives*

Nedelina Tchangalova — *University of Maryland*

State and Local News

Delaware

Raymond Loewy, American industrial designer, is the focus of an exhibition at the Hagley Museum and Library in Wilmington, Delaware, Aug. 17–Dec. 31, 2002. The exhibit, in the Henry Clay Mill Gallery, is open daily 9:30 a.m. to 4:30 p.m. Loewy was associated with a number of design icons and many identity programs for numerous clients, including products such as the Sears Coldspot refrigerator, Greyhound buses, the Studebaker Avanti automobile, and the streamlined locomotives of the Pennsylvania Railroad. Loewy's papers will be opened for research in late 2004 or in 2005.

The Historical Society of Delaware has acquired the papers of Senator William Roth. Society staff is embarking upon the large task of arranging and describing the collection, which documents Roth's 30 year Senate career.

Winterthur Library's new exhibit, "Americans Travel: Going abroad,

1890–1930," features manuscript material and ephemera from the Joseph Downs Collection of Manuscripts and Printed Ephemera. On display are travel diaries, including an anonymously written 1850s account of a journey through England, hand drawn sketches, stereo views, and trade cards.

The University of Delaware announces a new exhibition, "Recent Acquisitions," which is on display in the Special Collections Gallery in Morris Library, Aug. 27–Dec. 19, 2002, Monday–Friday, 9:00 a.m.–5:00 p.m. and Tuesday evenings until 8:00 p.m.; there is also a web version at www.lib.udel.edu/ud/spec. The exhibition, which is curated by the Special Collections staff, presents a selection of rare books, manuscripts, and other materials acquired since 2000.

Caucus Representative

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D.C.

Over 20 members of the Caucus were given a tour of the Hillwood Museum and Gardens Archives by their archivist Stephanie Brown on May 10. On June 5, Gail Redmann of the Historical Society of Washington, DC, gave a lecture on the new HSW Building at the National Air and Space Museum. Many Caucus members attended as well as many interested Smithsonian staff members.

The D.C. Caucus Archives Fair 2002 will be on Oct. 10, in Room 3111 of the Ripley Center, Smithsonian Institution. Dr. Thomas Battle, director of the Moorland-Spingarn Research Center at Howard University, will discuss the challenges of collecting material that documents African-American history. His talk will be followed by a panel discussion of the challenges and rewards in collecting African-American archival materials.

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The National Anthropological Archives (NAA) has successfully relocated to the Smithsonian Institution's Museum Support Center in Suitland, Maryland. The NAA reopened for researchers in March after being closed for 18 months. The NAA collects and preserves historical and contemporary anthropological materials that document the world's cultures and the history of the discipline. For additional information, please visit: www.nmnh.si.edu/naa.

The National Archives and Records Administration has opened the 1930 Census. Use the following URL to locate NARA's online Accessions and Openings for the First Quarter, FY 2002: www.archives.gov/research_room/whats_new/accessions/2002_quarter_1.html.

On July 24, the House approved NARA's budget at a total of \$267,189,000. The measure allotted \$11,837,000 for FY 2003 for the Electronic Records Archives (ERA), which will allow the National Archives to continue to work on preserving and making accessible to the public permanently valuable electronic records. The House allocated an additional \$2,000,000 for NHPRC grants, bringing the total to \$7,000,000. The Bill also includes \$10,458,000 for Repairs and Restoration of archives facilities and to provide adequate storage for holdings. \$2.9 million was approved to support increased security costs at NARA facilities nationwide in the wake of the September 11 terrorist attacks. In support of the next steps in the NARA's efforts to improve records management in the Federal Government, HR 5120 designated \$1,500,000 for the re-engineering of the Federal records scheduling and appraisal processes.

The second National Book Festival will be held on Saturday, Oct. 12, 2002. The festival is free and open to the public and is scheduled to run from 10 a.m. to 5 p.m. Hosted by

Laura Bush and sponsored by the Library of Congress, the event will take place on the West Lawn of the U.S. Capitol. The festival is made possible by charter sponsors AT&T, WorkPlace USA and *The Washington Post* with additional support from patron sponsors the James Madison Council of the Library of Congress, PBS, Target and other contributors. This year's event will feature more than 70 award-winning authors, illustrators and storytellers. A Library of Congress pavilion will include information on its popular web site and other services to the public. The areas between the reflecting pool and 4th Street N.W. on the National Mall will house tents for food sales, musical performances, book signings and sales.

Caucus members are asked to join the Caucus Yahoo! Listserv, MARAC-DC (marac-dc@yahoogroups.com or visit groups.yahoo.com), in order to have better communication between members. MARAC-DC is exclusively used by the Caucus for announcements of Caucus tours, MARAC meetings, and items of interest to archivists in the DC area.

Caucus Representative

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Maryland

Jason Weishaupt, Library Assistant at Goodwill Industries International Archives (Bethesda) was asked to create a Goodwill Heritage Museum for Goodwill's Centennial Celebration the last week of June in Milwaukee. It was well received and it appeared that the local Goodwill CEOs were happy that someone was actively preserving Goodwill's history. The Archives was also featured on the front cover of the recent *Archival Outlook*.

The St. Mary's County Records Center & Archives, Leonardtown, MD, is scheduled to move from the Memorial

Library building to the old Sheriff's Department building in January 2003.

The Maryland State Archives has announced new open hours for its public search room in Annapolis, as well as new procedures for handling reference requests. These changes are due to cuts in the Archives' budget and a subsequent reduction in staff. All requests must now be submitted by mail, fax, or email. The contact address and fax number for Archives reference requests is: Reference Department, Maryland State Archives, 350 Rowe Boulevard, Annapolis, MD 21401, fax: (410) 974-2525, email: ref@mdarchives.state.md.us. Records can also be requested by visiting the Archives' website at www.mdsa.net or by coming in person to the Archives during the above opening hours.

More than 300 bike riders found a new way to discover Columbia history at the Columbia BikeAbout: a 15-mile ride through Columbia "countryside" sponsored by Columbia Archives on April 27. The ride was designed to bring the city's history to the people by designing a route incorporating the planned community's hallmark bike path system and ten sites of historical or artistic note. Volunteer interpreters manned ten sites armed with research notes prepared by Robin Emrich, archivist, and posters prepared by Barbara Kellner, manager. Sites included a stone marker dating to 1730, contemporary public art, and a barn that is an agricultural historic landmark. Next year there will be a new route introducing new historic sites.

Waneta Gagne recently joined the staff of the Maryland Room, C. Burr Artz Central Library, Frederick County Public Libraries as librarian and archivist. Waneta has had extensive experience as a Special Collections Librarian in both public and private collections.

The Special Collections in Performing Arts (SCPA) at the University of

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Maryland, College Park, recently updated its webpage: www.lib.umd.edu/PAL/SCPA/. Additions include new pages for collections in the MENC Historical Center, the ABA Research Center and a website for the 2001 Charles Fowler Colloquium on Innovation in Arts Education that includes papers presented at the Colloquium. SCPA is a unit of the Performing Arts Library containing research collections accessible in the Irving and Margery Morgan Lowens Special Collections Room, Room 1517 in the Performing Arts Library in the Clarice Smith Performing Arts Center (www.claricesmithcenter.umd.edu) from 10 a.m. to 5 p.m. Monday through Friday and by appointment with the Curator, Bonnie Jo Dopp.

In SCPA staff news, ABA Research Center Project Manager Patrick Warfield has been awarded a Dissertation Year Fellowship from Indiana University to work on his musicology dissertation on John Philip Sousa's early career. Jeanne Su has joined the SCPA as a Graduate Assistant in the MENC Historical Center. Her work is supported by the Rose Marie Grentzer Fund, established and endowed by a late UM professor of Music Education.

The SCPA has received several new collections, including the John Owen Ward Papers, The Howard Serwer Collection, The Gillian Anderson Papers, The Gillian Anderson Film Scores and Parts, The Geary Larrick Papers, and The Paul Lehman Collection. Agreements have been signed for the future deposit of the College Music Society Archives and the Kodly Center of America with Kodly Musical Training Institute Archives. New collections named SCPA Theatre Programs and SCPA Sheet Music have been established with gifts of historic programs and popular music from Jane Minesinger and Phyllis & Gene Klavan. The SCPA hopes these relatively small

collections will grow with future gifts.

In other SCPA news, a recent University of Southern California master's thesis by Rebekah Griffin based in part on research done in the CMP Archives is entitled "The Long-term Effects of the Young Composers Project." Also, three letters from Aaron Copland were discovered in the Minas Christian Papers. All from 1971, they deal with plans for conductor Christian to program Lincoln Portrait with his Evansville (Indiana) Philharmonic Orchestra.

Caucus Representative

Mary Mannix can be reached at (301) 631-3764 or mm0028@mail.pratt.lib.md.us

New Jersey

The New Jersey Caucus is pleased to announce the presentation of its Service Award to the Monmouth County Archives at the Archives Day celebration to be held on Oct. 12, 2002 at the Monmouth County Library in Manalapan. The Caucus Award is given to a state institution or organization that has consistently demonstrated exceptional leadership and provided excellent services within the archival community over a long period of time or by developing outstanding model programs. The Awards committee (Chaired by Lois Densky-Wolff, Head of Special Collections at the University of Medicine & Dentistry of New Jersey) selected the Monmouth County Archives because "not only is it a model county archives collection, [but] its staff have made Archives and History Day an annual event that brings hundreds of people into the Monmouth County Library for a day of exhibits and presentations."

"Preserving History for the Future" is the theme of the 2002 Archives Day at the Monmouth County Library Headquarters, Symmes Road, in Manalapan Township. A program of historical "show and tell" is planned for

Saturday, Oct. 12, 2002. In addition, the annual "Jane Clayton Award" will be presented to an individual that has made extraordinary contributions towards preservation of Monmouth County History. The award is named for Jane G. Clayton, the former Monmouth County Clerk who championed the establishment of the modern, state-of-the-art archives at the County Library. The exhibition hall in the Library will open at 9:00 a.m. More than 50 history-related organizations, agencies and archives are expected to be on hand from around the state with exciting examples of local historical artifacts, displays, literature and folklore. A brief official opening ceremony will take place at 10:00 a.m. along with the presentation of several awards followed by several notable historians speaking on a variety of subjects. Archives Day is sponsored by Monmouth County Board of Chosen Freeholders, the County Clerk, the New Jersey MARAC Caucus, the New Jersey Studies Academic Alliance and the New Jersey Historical Commission.

The September 11, 2001 terrorist attacks on the United States will be commemorated in an exhibit that opens next month at the Monmouth University campus in West Long Branch, New Jersey. Entitled "War at the Shore: Homeland Protection in Retrospect," the exhibit will document emergency efforts to defend central New Jersey sixty years ago during the Second World War. Drawing on materials from the New Jersey Shore Civil Defense Collection at the Guggenheim Library, the display will showcase air-raid instructions, aircraft spotters' logbooks, pamphlets, ration cards and selected correspondence. "War at the Shore" will be accessible to all patrons of the Guggenheim Library during regular library hours. The exhibit will be located in the Library's Main Lobby and will run from Sept. 11 to Oct. 25, 2002. For further information visit bluchawk.monmouth.edu/library.

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Coordinator of the Caucus Archival Projects Evaluation Service (CAPES) program, Daniel P. Jones has submitted a report which outlines accomplishments of CAPES from July 1, 2001 to June 30, 2002. Twenty-two consultations were completed, compared to thirteen in Fiscal Year 2001. An additional seven are pending. The coordinator will advertise through the New Jersey Caucus of MARAC mailing list for additional archivists and conservators to join the CAPES corps of consultants. A copy of the full CAPES report containing repository and consultant information can be obtained through the Caucus Chair upon request.

The State Library has appointed a Digitization Task Force to begin long-range planning for a statewide project aimed at making historical resources around the state available online.

Appointed to the Committee so far are: Grace Agnew (Rutgers University), William Brahms (Franklin Township Public Library), Heidi Cramer (Newark Public Library), Joe Da Rold (Plainfield Public Library), Colleen Dazé (New Jersey State Library), Susan Gulick (Morristown and Township Library), Chad Leinaweaver (New Jersey Historical Society), David Murray (Brookdale Community College), and Dan Noonan (New Jersey Division of Archives and Records Management). The committee will be chaired by Betty Steckman (State Library).

Congratulations to Dan Linke who was recently named University Archivist of Princeton University. He replaces Ben Primer who has been promoted to the post of Associate University Librarian for Rare Books & Special Collections at the same institution.

Congratulations to Elsalyn Palmisano, who is retiring as Director of West Long Branch Public Library this month. She has held the post since 1990. A MARAC member for the past

three decades, she was one of the founders of the CAPES preservation program. In addition, Palmisano chaired the Local Arrangements Committee for the Spring 1993 MARAC Conference in Long Branch and was the New Jersey State Caucus Chair from 1986–88. Palmisano has been involved with a number of different historical projects in recent years including the donation of the Palmisano Preservation Papers Collection which is housed at the Monmouth County Archives located in Manalapan. A finding aid and a nice biographical sketch can be found at: www.visitmonmouth.com/archives/palmisano.asp.

Caucus Representative

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New York

New York State Archives Week will be held Oct. 6–13, 2002. Since 1989, the Archivists Round Table has celebrated New York Archives Week every October, starting a trend that has since spread to many other parts of the country. Archives Week is intended to celebrate New York's diverse history, to raise public awareness of the area's rich archival resources, and to recognize and honor individuals and institutions through awards. To learn more about the events, exhibits and ceremonies of Archives Week please visit our website: www.nycarchivists.org/aweeek.html.

The highlight of New York Archives Week is the annual Family History Fair, held on Sunday, Oct. 6, 2002 from 12:00 noon to 5:00 pm at The Graduate Center, City University of New York, 365 Fifth Avenue (at 34th Street), Manhattan. At this free event, the public will learn how to trace their family histories, preserve and interpret family documents, utilize archives and libraries in and around

New York, and employ computers as tools for family history and genealogical research. Subway: 6 to 33rd Street; 34th Street on other lines. For information, call (212) 415-5547 or visit: www.nycarchivists.org/fhf.html.

The Mount Sinai Archives, a division of the Gustave L. and Janet W. Levy Library of the Mount Sinai Medical Center, has developed an exhibit celebrating the 150th anniversary of The Mount Sinai Hospital. Created in conjunction with the Museum of the City of New York, "The Mount Sinai Hospital, 1852–2002: Extraordinary People, Extraordinary Medicine" celebrates the dynamic part the hospital has played as one of the city's leading medical facilities and research centers. This exhibit is part of the Museum's City Partners Program and is housed in the Museum's City Partner's Gallery. The exhibit opened June 1 and runs through Oct. 6, 2002. In addition to the exhibit, Barbara J. Niss, Mount Sinai's Archivist, is also the co-author of the book *This House of Noble Deeds: The Mount Sinai Hospital, 1852–2002* (NYU Press), written with Arthur H. Aufses, Jr., MD, former chairman of Mount Sinai's Dept. of Surgery.

The New York State Archives Partnership Trust has received an \$80,000 grant from the Verizon Foundation to help replicate a successful pilot program it funded at Liberty High School in New York City. The Liberty High School pilot program used original historical documents such as diaries, letters, immigration transcripts, photographs, and journalistic accounts to strengthen literacy learning among newly arrived Asian and Latino students. The grant will allow the State Archives to expand the Liberty High School model to school districts in Buffalo, Syracuse, Albany, and Yonkers.

Commissioner of Education Richard P. Mills has announced that a total of 452 local governments and community

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organizations in the state will receive \$7 million in grants from the New York State Archives to care for their records. There were 743 applications for Local Government Records grants requesting \$20 million. There were 45 Documentary Heritage Program grant applicants requesting a total of nearly \$435,031. Of these, 16 community organizations were awarded grants totaling \$100,337. Local Government Records grants are designed to help local governments develop, maintain, and update records management systems that improve access to local government records. Many of the community organizations (such as historical societies, libraries, and museums) that receive Documentary Heritage grants will use them to identify, collect and make available records relating to under-documented groups and topics in the state.

The magazine *New York Archives*, published by the New York Archives Partnership Trust, has received a First Prize in Magazine Design from the American Association of Museums, and a NORI Award for magazine design from the Albany Ad Club of the Association of Professional Communicators. The magazine, which made its debut last summer, features stories about New York's history that are drawn from the thousands of archival organizations across New York State. Features have covered such topics as the Emancipation Proclamation (a handwritten copy resides in the New York State Library), the Montauk Indians (from records in the Suffolk County Clerk's office), and Governor Thomas E. Dewey (from records at the University of Rochester). In addition, there have been interviews with authors William Kennedy and Joseph Persico and artist Len Tantillo about the importance of archival records to their work. A subscription to *New York Archives* is one of the benefits of membership in the Archives Partnership Trust, a not-

for-profit organization established by the State Legislature in 1992 to support the programs of the State Archives. The goals of the Archives Partnership Trust are to increase citizen awareness of New York State's archival heritage, and raise private funds to preserve these unique collections and make them accessible to the public.

Caucus Representative

Geof Huth can be reached at (518) 402-5371 or ghuth@mail.nysed.gov

Pennsylvania

Archives Week events in Harrisburg will include "Come Talk to the Experts!" with information tables about the State Library, State Archives, and House of Representatives Archives. This session will be held Oct. 7, 11:00am to 1:00pm, at the East Wing, Capitol Rotunda; Oct. 9, 11:00am to 1:00pm, in the Main Floor Foyer, State Library, Forum Building; and Oct. 11, 11:00am to 1:00pm, at Strawberry Square, Third and Walnut Streets. Other events include: "Preserving Your Visual Heritage: Pennsylvania, Photography and Family History," a brown bag lunch with an illustrated slide talk by photography historian and archivist Linda Ries, Oct. 7, 12:00 to 1:00pm, room 60, East Wing, Capitol Rotunda; and free one-hour behind the scenes tours of the State Library and State Archives on Oct. 8 and 10 at 1:00pm, 2:00pm and 3:00pm. For more information and reservations for Library Tours call (717) 787-2327; for Archives Tours call (717) 787-5989.

The Urban Archives at Temple University is pleased to announce an exhibit featuring historical documents and original cartoons from the personal collection of Mr. Samuel Joyner, an African American cartoonist for over 53 years, which runs from Sept. 16 to Dec. 31 Temple University on the ground floor of the Paley library. Mr.

Joyner has agreed to give to the Urban Archives some of his original work for research use. For additional information, call (215) 204-5750.

A new exhibition at Chester County Historical Society in West Chester commemorates the 150th anniversary of the first woman's rights convention held in Pennsylvania. *Meeting for Equality: The 1852 Pennsylvania Woman's Rights Convention* is on display until April 12, 2003. Visitors to the exhibit will find themselves in the same building where the participants of the 1852 Convention gathered: Horticultural Hall, now home to the Chester County Historical Society's museum galleries. The convention, held June 2-3, 1852, was one in a series of conventions that began four years earlier in Seneca Falls, New York. The exhibit was curated by CCHS staff member Laurie A. Rofini, who is Director of Chester County Archives and Records Services. For more information, call (610) 692-4800 or visit CCHS online at www.chestercohistorical.org.

The Pennsylvania Historical and Museum Commission (PHMC) received 119 applicants (a record number) and a request for \$1,023,706 in grants funds for the 2002-2003 grant cycle of its Archives and Records Management grant program. 49 applicants were funded for a total of \$441,379. This is the largest amount of money expended in the archives and records management category since the PHMC started its grant program in 1985. To date, the PHMC has administered \$1,856,711 worth of grants program funds in the area of archives and records management and has made 347 awards to improve access to the historic records of the Commonwealth. The deadline for the 2003-2004 grant cycle is December 1. For more information on the Archives and Records Management grants contact David Shoff at (717) 783-5796 or dshoff@state.pa.us.

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The PHMC, in cooperation with the Governor's Office of Administration, has been involved in a major project to inventory, analyze, appraise, and schedule electronic records for all agencies under the Governor's jurisdiction. As of July 2002, thirty state agencies have submitted paperwork for 615 schedule items, twenty of which have been marked for further archival review. Records management and archives staff have committed over 1300 hours to the project since January 2002.

The Pennsylvania State Archives has added records from the Mexican Border Conflict to its online *Archives Records Information Access System (ARIAS)*: www.digitalarchives.state.pa.us & www.phmc.state.pa.us. Cards bearing the title Mexican Emergence, Call of President, June 18, 1916, contain the following information about veterans: name and rank, regiment and company, age and place of birth, a physical description, date of commission or enlistment into service, home station and date of rendezvous, and date of acceptance into United States service. In addition to this latest addition to the online digital archives, records from the Revolutionary War, World War I, and the Spanish-American War are also available.

The Pennsylvania State Archives has added a new feature called *Doc Heritage* to the PHMC web site. *Doc Heritage*, short for documentary heritage, provides visitors with a sampling of government records and historical manuscripts in the custody of the Archives. The initial offering of twenty-four historical themes is primarily the result of the collaboration between Dr. John B. Frantz, Professor Emeritus of History at The Pennsylvania State University, the Archives staff, and the PHMC web team. *Doc Heritage* includes images of one or more documents per theme. Brief narratives explain the significance of the records, placing them in regional,

state or national context. Where appropriate, transcriptions of each record are provided, as well as helpful links for further research. To see *Doc Heritage*, visit the PA Power Port at www.state.pa.us or go directly to the PHMC Web site at www.phmc.state.pa.us.

In January 2001, the Pennsylvania State Historical Records Advisory Board received funding from the NHPRC to support efforts to implement the Board's new Strategic Plan, *Documenting Pennsylvania and Its People*. The three year project includes several initiatives including increased funding for the Pennsylvania Historical and Museum Commission's (PHMC) Archives and Records Management grants category for two cycles. Given the very tight state budget for this fiscal year, the additional state monies represent a sizable investment in the preservation of Pennsylvania's documentary heritage on the part of the Commission.

There will be a day-long program at the Chester County Historical Society entitled "*Back to the Boat: Immigrant and Ethnic Genealogy*." The program will include sessions on genealogy for beginners, how to do research on various ethnic groups, and using the internet to do genealogy. The program is co-sponsored by the Chester County Historical Society and the Genealogical Society of Pennsylvania and will be held on Nov. 16, 2002. For more information contact the Genealogical Society of Pennsylvania at (215) 545-0391.

The archives of The Barnes Foundation has received an Archives and Records Management Grant from the Pennsylvania Historical and Museum Commission (PHMC). The grant will allow The Foundation to hire a processing assistant to arrange and describe approximately 150 linear feet of correspondence and historical records from 1920-1951, including the personal and professional correspondence of its founder, Dr. Albert C. Barnes.

The Wistar Institute of Philadelphia has received a \$5,000 Local History grant from the Pennsylvania Historical and Museum Commission (PHMC) and a \$44,600 grant from the William Penn Foundation for support in producing an exhibition of anatomical models carved by American sculptor William Rush. (See the article on page 8 of this issue -ed.)

The College of Physicians of Philadelphia is pleased to announce the cataloging of a collection of papers of Edward Oram Shakespeare (1846-1900). A physician, public health official, and bacteriologist, E. O. Shakespeare was born in Dover, Delaware, and traced his ancestry to the playwright William Shakespeare's brother. Shakespeare was appointed in 1885 by Grover Cleveland to travel to Spain and elsewhere to study a cholera epidemic. His five years of travel and study resulted in his work *Report on Cholera in Europe and India*, which was presented to Congress in 1890. Together with Walter Reed and Victor Vaughan, Shakespeare also investigated the health conditions in army camps during the Spanish American War.

The papers of E. O. Shakespeare reflect the versatility of his interests. The bulk of the medically-related papers concern his work on the Cholera Commission, as an attendee at the International Sanitary Conference and during his service in the Spanish American War. There are also notes and letters from many important figures, including Grover Cleveland, Louis Pasteur, Benjamin Meade Bolton, Auguste Chaveaux, Robert Koch, James Paget, John Guiteras, Friedrich Loeffler, S. Weir Mitchell, and Joseph Toner. The collection was processed by Temple University student Catherine Clawson, under the supervision of Charles Greifenstein, Curator of Archives & Manuscripts. The finding aid to the collection is found on the College of Physicians' website: www.collphysphil.org/histfaid.htm.

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The Archives and Special Collections on Women in Medicine and Homeopathy of the Drexel University College of Medicine is pleased to announce the completion of their redesigned website, med.library.drexel.edu/archives. The new website provides information on the Archives' holdings, which reflect the history of the institution, the history of women in medicine, and the history of homeopathy and homeopathic education in the United States. This year, the Archives celebrates 25 years of preserving the heritage of Woman's Medical College of Pennsylvania and documenting the History of Women in Medicine. Most significantly, deeper online access is now available through the Guide to the Collections on Woman's Medical College of Pennsylvania (W/MCP) and Women in Medicine. The Guide offers descriptions of the collections, searchable via a subject and personal name index and a site-wide search engine. Comments and suggestions may be sent to Margaret Graham, mmg24@drexel.edu.

Caucus Representative

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Virginia

Archives Week is almost here! Caucus members, watch for the Virginia Archives Week poster arriving in your mailbox. The poster was produced by the Caucus with the generous support of the Library of Virginia and the Library of Virginia Foundation. Also, the Library of Virginia will be hosting a web site with links to Virginia repositories, a calendar of Archives Week events, sites containing professional and educational resources, images from collections around Virginia, and the Virginia Caucus Archives Week poster. The website address is www.lva.lib.va.us.

[va.us/whowcare/exhibits/archweek/index.htm](http://www.lva.lib.va.us/whowcare/exhibits/archweek/index.htm).

In conjunction with Archives Week, the Library of Virginia is planning three noontime events featuring speakers discussing the use of archival collections and their impact on public policy and opinion, digital map initiatives at the Library of Virginia, and one archivist's experiences during his thirty years in the profession. Details about these Library of Virginia events may be found on the Library's website: www.lva.lib.va.us.

The Library of Virginia has been working with representatives of former Governor James Gilmore's administration on the transfer of Mr. Gilmore's official records to the Library. Thus far the Library has received approximately 100 cu. ft. of material but substantive documentation on several key issues is either not included or under-represented in the transferred records. Most of the material transferred to the Library consists of items already in the public domain: news releases, press clippings, photographs and copies of speeches. The Library of Virginia is consulting with the Office of the Attorney General and members of the former governor's administration in an attempt to see that the missing records are transferred to the archives.

At the Library of Virginia until March 22, 2003 is an exhibition titled "Virginia Roots Music: Creating and Conserving Tradition." This exhibition highlights the most important musical traditions of Virginia ranging from the jubilee-style gospel quartets of Tidewater Virginia, the string-band music of southwestern Virginia and the Piedmont blues music. A lecture series on related topics accompanies this exhibition. For more information, consult the Library of Virginia website: www.lva.lib.va.us/whowcare/events/events_cal.asp.

Mary Virginia Currie has recently accepted the position of Business History Archivist at the new Center for

Virginia Business History at the Virginia Historical Society. The creation of the Center is the result of a grant from the Richard S. Reynolds Foundation. The Center is home of the records of the Reynolds Metals Company.

Ervin L. Jordan, Jr., of Charlottesville, archivist-historian for the special collections department, Alderman Memorial Library, University of Virginia, was recently reappointed by Governor Warner to a second five-year term on the Board of Trustees, Virginia Museum of Natural History. Prof. Jordan, who currently serves as the Board's Vice-Chair, is also the University of Virginia's Records Manager and has been employed as an archivist at UVA since 1979. For more information, please see www.governor.state.va.us/Press_Policy/Releases/July2002/0712.htm.

Caucus Representative

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West Virginia

Caucus Representative

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Book Review: *Sample Forms for Archival & Records Management Programs*

Sample Forms for Archival & Records Management Programs. Lenexa, KS: ARMA International; Chicago, IL: Society of American Archivists, 2002. ISBN 1-931786-00-3. 264p. + CD-ROM. Softcover. List \$40; SAA and ARMA members, \$28.

For all of the small, medium, and large archives, historical societies, and libraries that need to develop or redesign their forms, the Society of American Archivists (SAA) and the Association of Records Managers and Administrators (ARMA) have collaborated to produce a multimedia compilation of 186 sample forms and policies.

Forms are organized into two groups, yellow-tabbed Records Management (97), and green-tabbed Archives (89), and arranged in logical order from record creation to final disposition. Each section contains a description of the function of the process and how the forms are used. Additional forms that do not neatly fall into the life cycle of the record include those for licensing,

loans, permission to publish, and several covering oral histories, among others. In many cases, there are two or more samples from which to choose. The only topic not covered is a checklist for digital projects.

By stripping institutional identification from the forms, the compilers provide generic, standard documents that can be photocopied and used right out of the book. The pages come perforated so they can be removed for mass duplication. But the best feature is the accompanying CD-ROM which offers the forms in three formats: PDF (portable document file), RTF (rich text format), and Microsoft Word 97 (compatible with Windows 95, 97, 2000, NT, and Macintosh).

The CD-ROM includes button links to the introduction, table of contents, acknowledgments, caveats and how to use the forms, CD-ROM help topics, copyright statement, information about ARMA and SAA, and the "search this CD-ROM" feature. The

CD-ROM Help screens provide clear and concise instructions on how best to use the search function for maximum usable results.

While the CD-ROM forms are "read-only," the RTF and Word versions can be saved onto a local drive and edited for customization by unlocking to edit and relocking before entering data. The user tabs over pre-printed text to fill in the blanks online then prints the completed document or saves it to the hard drive.

ARMA and SAA have provided a useful manual that can benefit any repository faced with creating new forms. From a one-person low-tech shop that can photocopy the forms from the book to the computer-dependent archives that will save all its forms online, *Sample Forms* offers a variety of ways to access the forms. They have included just about any form you might need in a well-organized book.

Susan Hamburger, Ph.D.
The Pennsylvania State University

Passings

Maryland's local history community suffered a great loss on April 14, 2002 with the death of **Anita L. Cushing**. Anita, who died at the age of 93, was the Howard County Historical Society's first librarian. She served in that position for over 25 years, from 1963 until 1988. During that period she established many of the library's systems, handled all correspondence, and served as outreach liaison. Anita, not a trained librarian or archivist, went out of her way to research her decisions in order to adhere to professional standards as best she could. Her actions resulted in the excellent collection the Society now holds. In 1989, when the Society decided to hire a library director, Anita, who was at that time 80, declined the position. However, she stayed on as Assistant Librarian until her declining health forced her retirement at the age of 91. It was to Anita's great credit that she encouraged the hiring of professional staff and supported the new staff to the utmost, serving as both a friend

and mentor. From 1991 to 1999 she gave over 3000 hours to the HCHS Library, a part time organization. Anita was also a charter member of the Society, a dedicated board member, served as treasurer, and for many years was the guiding force behind the Society's very popular Candlelight House Tour. During the 1940s and 1950s, Anita also wrote a regular column for the *Christian Science Monitor* in which she discussed her life in Ellicott City, a very rural community, during the mid-twentieth century. Selected copies of these articles can be found in the HCHS book collection.

Charlotte Ashby, 82, passed away August 3, 2002, in Coltons Point, St. Mary's County, MD. She was a graduate of Woodrow Wilson Teachers College and served two years in the US Marine Corps. She worked as a high school teacher and as an archivist for the National Archives. When the St. Mary's Archives was founded in 1988, she was an important key advisor. (See *The Enterprise*, St. Mary's County newspaper, August 7, 2002, p. A-10).

Preservation News

Upcoming Events

October 21–25

Smithsonian Center for Materials Research and Education (SCMRE) course in "Technology and Preservation of Paper-Based Artifacts," held in Suitland, MD. This course is designed to familiarize professionals with the nature and diversity of paper objects in techniques use to identify the composition and condition of these types of collections. Included are case studies, laboratory experiences identifying and assessing paper-based objects and appraisal information. This course is intended to inform prospective caretakers and appraisers on the nature of these materials. For more information call (301) 238-3700 ext. 147, or the George Washington University Appraisal Studies Program at (202) 973-1178, or visit www.si.edu/scmre/courses_2002.html.

November 5–7

Conservation Center for Art and Historic Artifacts (CCAHA) workshop series, "Disaster Mitigation for Cultural Collections," at the Chemical Heritage Foundation, 315 Chestnut St., Philadelphia, PA. Workshops included in the series are: "Assessing Vulnerability and Identifying Risks" on November 5; "Fire Safety, Detection, and Suppression" on November 6; and "Understanding Health, Safety and Security Risks" on November 7. Workshop stipends are available. For registration fees, forms, and additional workshop information, visit www.ccaha.org or call (215) 545-0613.

December 11–13

CCAHA workshop series, "From Negative to Positive," in Baltimore, MD. This series is intended for staff who are involved in collections care activities or have responsibility for

photograph collections. Includes: "Planning Your Digital Imaging Project" on December 11; "Identification and Care of Photographic Prints" on December 12; and "Identification and Care of Photographic Negatives" on December 13. For registration fees, forms, and additional workshop information, visit www.ccaha.org or call (215) 545-0613.

Publications

Available from the Council on Library and Information Resources (CLIR) is *The State of Digital Preservation: An International Perspective* (7/2002, 102 pp. Publication 107, \$20). This volume of conference proceedings is from the April 2002 CLIR DAI symposium and includes "The Changing Preservation Landscape;" "Overview of Technological Approaches to Digital Preservation and Challenges in Coming Years;" "Understanding Digital Preservation: A Report from OCLC;" "Update on the National Digital Infrastructure Initiative;" and "Good Archives Make Good Scholars: Reflections on Recent Steps Toward the Archiving of Digital Information." The volume is available from the Council on Library and Information Resources, 1755 Massachusetts Avenue, NW, Suite 500, Washington, DC 20036. The full text is also available online: www.clir.org/pubs/reports/pub107/contents.html.

Heritage Preservation has published *Cataclysm and Challenge: Impact of September 11, 2001 on Our Nation's Cultural Heritage*. This 26-page report offers the first comprehensive study of what was lost, both in Lower Manhattan and at the Pentagon, on that day. The report also highlights findings obtained from a survey conducted in the months immediately following 9/11 of 122 museums, libraries, archives, and other collecting institutions in Lower Manhattan.

Based on survey findings and extensive follow-up interviews, *Cataclysm and Challenge* offers specific recommendations concerning emergency planning for collecting institutions. Key among these are calls for increased staff training and for current collections inventories. The report also calls for more effective communications between the emergency management and cultural heritage fields. *Cataclysm and Challenge* also describes the diverse cultural heritage universe that existed in and around the World Trade Center before the attacks of 9/11. It provides an over-view of the artwork, historic buildings and artifacts, archives and libraries that were destroyed or damaged, as well as the condition of those that survived. For the report as a PDF file, visit www.heritagepreservation.org/NEWS/Cataclysm.htm. For a printed copy, contact Heritage Preservation toll-free at (888) 388-6789. A \$5 postage and handling charge will apply for single copies.

Funding Opportunities

The National Film Preservation Foundation invites applications for its federally funded 2003 Laboratory Preservation Grants. Through this program, archives can receive cash grants for laboratory work to preserve culturally and historically significant film materials. Interested organizations must register between October 28 and December 16, 2002; the final applications are due January 31, 2003. NFPF grants target the preservation of films that (1) were made in the United States or by Americans abroad, and (2) are not preserved by commercial interests. Nonprofit and public archives, including those in the federal, state, and local government, may participate. The application guidelines will be posted on the NFPF web site: www.filmpreservation.org.

Making Choices: Considering the Proposed Constitutional Amendment

At MARAC's business meeting this October in Poughkeepsie, the membership will have the opportunity to discuss a proposed constitutional amendment that has the potential to change the way in which the organization conducts its business. The change, proposed by 27 members of MARAC, would allow the organization the option of holding fewer than two conferences a year.

Notice the phrasing of that last sentence. The amendment, as proposed, will not force MARAC to hold only one conference per year; it will merely allow MARAC the chance to decide whether one conference is enough. Currently, the steering committee is not permitted to decide to hold only one meeting per year.

The proposed change would alter the first sentence of Article 6 of MARAC's constitution to read, "The Conference may hold up to two (2) meetings a year for the purpose of providing a program of interest to members and to transact business." Previously, this article required MARAC to hold two meetings per year.

The Pros of One Meeting Per Year

Let's look first at what is good about holding one meeting per year, a change that a large number of MARAC members say they favor. Most importantly, one meeting per year simplifies the work of MARAC. Running even one conference takes an enormous amount of time and takes a toll upon the hardworking, unpaid volunteers who run MARAC.

Currently, MARAC is usually actively planning for at least two conferences at any one time. This means that dozens of people are working to develop programs and to make local arrangements. I think these people have invariably done a superior job at both activities, but if we had more time to focus on programs, we would have more time to develop new ideas, involve new people, and ensure the quality of these programs.

Because the Society of American

Archivists (SAA) has held its meetings in or near the MARAC region from time to time, we have sometimes had three fairly large archives meetings in a single year within the MARAC region. For instance, in 2004, SAA will be meeting in Boston, fairly close to one of the highest concentrations of MARAC membership (New York City). Many of these members might opt to attend SAA instead of either of the MARAC meetings. Having three meetings in a single year can be a disadvantage to all the organizations involved because it can reduce the number of people at each meeting, leading to inadequate attendance, less revenue (which is always a consideration), and a less positive conference experience for attendees.

The Cons of One Meeting Per Year

Having a single meeting a year has disadvantages as well, however. First of all, MARAC does cover a sizable region. If we held only one meeting per year many people might be too distant from the site of the meeting to attend. Currently, the two meetings a year are geographically distributed within the region. This technique encourages more people to get involved in the organization and take advantage of what MARAC has to offer, since at least one of the meetings each year is usually within a reasonable day's drive for most members.

A related advantage is that two meetings per year helps keep MARAC from hosting its meetings only near areas with high concentrations of MARAC members (such as the District of Columbia and New York City). When we have two meetings per year, MARAC can hold one meeting a distance from one of these population centers without as much concern about profitability. Two meetings a year helps us ensure that we have a reasonable geographic distribution of meetings throughout the region.

One of the big advantages of two meetings per year is that each conference we

hold is another chance to generate revenue. Although MARAC is a non-profit educational organization, we need money to carry out our activities. The more money we make at conferences, the more likely it is that we will be able to keep dues at a reasonable level and the more opportunity we have to provide support to people who need help to attend conferences.

The Real Issue and What Happens Next

The fact is, however, that it doesn't really matter if one meeting per year is better or not than two. Why? Because we are not voting on that issue.

Near the end of September and within 30 days of our next business meeting (in Poughkeepsie), every member should receive in the mail a copy of the proposed amendment. During the fall business meeting, the membership will have a chance to discuss the pros and cons of the amendment together. A couple of weeks after the meeting, a ballot will be mailed to all members, so that the entire membership can vote on this change.

What you are voting for is flexibility. If this amendment passes, the Steering Committee could decide to hold only one meeting, for instance, during a year when SAA is meeting in Washington, DC.

So the issue is flexibility. If you believe that having one meeting a year always makes sense or might sometimes make sense, then vote for the amendment. If you believe that two meetings per year has served MARAC well for decades, and that there would never be any reason to hold fewer meetings, then vote against the amendment.

Geof Huth

*New York Caucus Chair
Records Service Development
New York State Archives*

The MARAC Modern Archives Institute Scholarship:

Two Archivists Report

MARAC provides scholarship funds for one individual to attend each Modern Archives Institute. The scholarship award covers the tuition and up to \$200 in related expenses. This scholarship was established in honor of MARAC member Leonard Rapport and is known as the Leonard Rapport Modern Archives Institute Scholarship. (For application information, see the notice on page 7 of this issue —ed.)

The Modern Archives Institute is run by The National Archives and Records Administration in cooperation with the Library of Congress. The purpose of the MAI is to introduce participants to archival theory and practice and the responsibilities of archival work. Participants usually have limited archival experience and represent a wide variety of archival repositories.

The two-week program provides an introduction to archival principles and techniques. The Institute concentrates on basic archival functions, including acquisition, appraisal, arrangement and description, preservation, reference and access, and public programs.

Other topics include the management of archival institutions; administration of special types of archival materials, such as photographs and electronic records; funding; and ethics. The program includes lectures, discussions, workshops, a full day of activities at the Library of Congress, and tours of various units of the National Archives and Records Administration. Participants receive several archival publications as well as other materials.

MARAC's Leonard Rapport Modern Archives Institute Scholarship funded two archivists in 2002 to attend the MAI. Below, they describe their experiences at MAI.

The Leonard Rapport Modern Archives Institute Scholarship

By Leslie Hunt, *Historical Society of Pennsylvania*

MAI Summer 2002

In June 2002 I had the good fortune to attend The Modern Archives Institute, held at the National Archives in College Park, Maryland. I arrived with just under two years of experience at The Historical Society of Pennsylvania. For most of those two years I had been working on a grant-funded project that included working with half a dozen colleagues on a comprehensive survey of all the manuscript and graphic collections at the institution. The purpose of the survey was to identify collections that are most in need of conservation, improved housing, or intellectual access.

At the end of the project I took a position as HSP's manuscripts archivist, a job that includes processing collections that were identified as especially needy. Although I have a Master's degree in American History and have been working at HSP for nearly two years, I had not received any formal archival training. The MAI seemed an ideal place to hone new skills and reinforce the practical skills I had already learned.

When I arrived at the MAI, I found that a number of my colleagues at other institutions were in situations similar to mine. Most attendees had less than two years' experience in their archives and were faced with significant backlogs, staffing shortages, and financial constraints. Having much in common with the few other participants who work at manuscript repositories, we shared experiences that helped shed light on various institutional policies, procedures, and ethical issues.

The Institute's instructors were a well-seasoned group of individuals with varying backgrounds, experiences, and perspectives. Many of the sessions included hands-on group exercises that often generated a lot of discussion (or in some cases, heated debates). I was glad to discover that our instructors recognized that we participants could sometimes learn as much from each other as we could from our teachers. All of the instructors made a special effort to make themselves available at the end of each session for individual questions and encouraged everyone to contact them in the future if they could be of further assistance.

I found especially helpful the sessions that included photographic and cartographic records. Although I work primarily with manuscripts, those collections sometimes include other types of records, and it was useful to get an overview of other materials so that I could better identify potential problems.

For me, the highlight of The Institute was visiting The Library of Congress. It was wonderful to be allowed a behind-the-scenes tour of another manuscripts repository and to observe how they process collections. Although everything there is on a much larger scale, I noted many similarities between their policies and practices and those at my institution. The interaction between the departments and the coordination and cooperation of the staff was evident, and all the more impressive considering the size of the institution.

Many of MAI's participants came from very small institutions where staff members have a variety of responsibilities. Some of my classmates came from institutions.

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National Film Preservation Foundation

Awarded Grant to Create New Film Preservation Guides

Thanks to a \$165,000 grant awarded by The Andrew W. Mellon Foundation, the National Film Preservation Foundation (NFPF) will create and publish two new film preservation guides for libraries and museums. The reference works will be developed by international authorities—David Francis, retired Chief of the Library of Congress' Motion Picture, Broadcasting and Recorded Sound Division, and Jim Reilly, Director of the Rochester Institute of Technology's Image Permanence Institute—and tested by the L. Jeffrey Selznick School of Film Preservation at the George Eastman House.

Unlike the technical manuals now used in the film industry, these new tools will be designed specifically for non-specialists working with regional films, home movies, and other motion pictures found in public and nonprofit institutions. The guides will explain preservation and storage techniques that are practical for regional collections and include illustrations developed by the Selznick School.

"Scores of museums, universities, historical societies, and libraries have historically significant films but little infor-

mation on how to care for them. These new guides will help regional collections preserve their films and open up resources for the scholarly community," said Abby Smith, Director of Programs, Council on Library and Information Resources. Ms. Smith will serve on the editorial committee with representatives from Duke University, the Minnesota Historical Society, the Nebraska State Historical Society, and Northeast Historic Film.

The Film Preservation Guide and Media Storage Quick Reference are slated for completion in December 2003. The complementary works will be available on the Internet and through the Council on Library and Information Resources.

The National Film Preservation Foundation is a nonprofit organization dedicated to saving America's film heritage. Created by the U.S. Congress in 1996, the NFPF is the charitable affiliate of the National Film Preservation Board of the Library of Congress. For more information on NFPF, please visit the NFPF web site: www.filmpreservation.org.

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The Institute is a wonderful means of learning about the elements that are essential to any archives. Although I do not have the wide range of responsibilities at my institution that others have at smaller organizations, I found that all of the topics considered during The Institute provoked me to think about how my position fits into the my organization's mission. It not only provided me with a better understanding of what the fundamentals of my job are, but also helped me to understand the roles that others play. Moreover, it encouraged me to think about new ways that staff can cooperate to better assist the public, our researchers, and the community that we serve.

The Modern Archives Institute: The Professional Experience of a Lifetime

By Sherri Bagley, *Library of Virginia*

MAI Winter 2002

As a Local Records Archivist at the Library of Virginia, I have over four years' experience collecting, analyzing, cataloging, and preserving Virginia-related archival and manuscript collections. Attending the Modern Archives Institute helped me enhance these skills through formal instruction and the opportunity to network with peers.

My journey to the MAI began after learning of the Leonard Rapport Scholarship from my supervisor, Mr. Carl Childs. I was informed that I had been awarded the scholarship two weeks after applying by Mary Rephlo, Chair of the MARAC Education Committee (who also happens to be Director of the Modern Archives Institute). On January 27, 2002, I arrived at the Sheraton Hotel College Park for a learning experience I'll never forget.

The Institute had gathered a number of exceptional archivists and speakers for the two-week engagement; each with considerable experience and a talent to communicate ideas easily. I particularly enjoyed three classes that examined practical archival principles, appraisal and acquisition, and arrangement.

First, David Gracy, an archival educator at the University of Texas at Austin, offered a session titled "What Do You Do?" Gracy gave an overview of who archivists are and what is required of them. In particular he mentioned that "records information is created in the conduct of all affairs and matters of life, such as personal/business, public/private, official and all other capacities," and that it is the job of the archivist to facilitate the preservation of the documentation of those affairs and matters.

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Rutgers
University
Libraries

Position Opening Archivist and Head, Exhibitions Program, Special Collections and University Archives

RESPONSIBILITIES: Reporting to the Head, Special Collections, is responsible for processing manuscript collections, creating finding aids and enhancing access to the unit's manuscript collections through mounting finding aids on the Internet and coordinating appropriate digital projects. The archivist will head the unit's exhibitions program with responsibilities for Gallery '50 and the Special Collections and University Archives Gallery selecting the titles, curators, and public programs. In addition, the archivist will be actively involved in the unit's public service activities including serving at the reference desk, specialized assistance with manuscript collections, and bibliographic instruction.

QUALIFICATIONS: MA degree in History or related field and, four or more years of relevant experience in a research library required. ALA accredited MLS degree and/or PhD in History or related field preferred. Relevant experience includes processing and cataloging manuscript collections and supervisory experience in these activities familiarity with standards and practices for providing computerized access to collections; mounting scholarly exhibitions and compiling catalogs; and demonstrated commitment and knowledge in providing public services and with the use of primary sources in research and teaching. Must possess excellent communication skills, both written and oral, and the ability to work collegially in a multicultural academic team environment. Non-U.S. citizens must be authorized to work in the U.S.

SALARY: Dependent upon experience and qualifications, with a minimum of \$43,770 for a Librarian III tenure track appointment.

STATUS/BENEFITS: Faculty status, calendar year appointment, retirement plans, life/health insurance, prescription drug, dental and eyeglass plans, tuition remission, one month vacation.

LIBRARY PROFILE: The Rutgers University Libraries (RUL), comprised of libraries on the University's Camden, New Brunswick and Newark campuses, all reporting to the University Librarian, operate as a unified library system with coordinated public services, technical services, and collection development. The library holdings include more than 3 million volumes with a staff of 304 and a budget of \$21 million. Rutgers University Libraries are a member of ARL, CRL, RLG, Metro, NERL, PALINET, VALE and use SIRSI, OVID, RLIN and OCLC. Rutgers University is a member of the Association of American Universities. The New Brunswick campus, the largest of Rutgers' three regional campuses, supports over 33,000 graduate and undergraduate students, in approximately 100 undergraduate programs, more than 80 graduate/professional programs, and 60 doctoral programs as a Carnegie classification, Research I campus. The New Brunswick Libraries, comprised of fourteen libraries, provide services and support for the university's research and instructional activities in the humanities, social sciences, and science/technology. The Douglass Library, located on the University's Douglass Campus in New Brunswick, houses a focused collection to support undergraduate education, women's studies, the Performing Arts, and the Laurie Music Library. For further information, please check the RUL website: <http://www.libraries.rutgers.edu/rulib/spcol/spcol.htm>.

TO APPLY: RESUMES RECEIVED NO LATER THAN October 4, 2002 WILL RECEIVE FIRST CONSIDERATION. SUBMIT RESUME, COVER LETTER, AND NAMES OF THREE REFERENCES TO: Sandra Troy (APP.158), Libraries Personnel Officer, Rutgers University Libraries, 169 College Avenue, New Brunswick, NJ 08901-1163, email: rulhr@rci.rutgers.edu, FAX: 732-932-7637.

Rutgers, the State University of New Jersey, is committed to affirmative action and equal opportunity.

Session Abstracts: Spring 2002

The following are abstracts of sessions held during the Spring 2002 MARAC conference in Baltimore, MD.

Session 1: "Permanence Revisited"

Reported by Yvonne Carignan
MODERATOR: Charles Kolb, *Senior Program Officer, Division of Preservation and Access, National Endowment for the Humanities*
SPEAKERS: James O'Toole, *Associate Professor, History Department, Boston College*; Walter Cybulski, *Head, Quality Assurance Unit, Preservation and Collection Management Section, National Library of Medicine*

James O'Toole described how as archivists have become more aware that materials deteriorate, we tend to talk about enduring rather than permanent value. O'Toole sees the archivist's new focus on preservation as an abdication of responsibility for the records to technical conservation methods. O'Toole also discussed the concept of permanence as related to electronic records. Along with the continuing disappearance of electronic records, we also face an enormous increase of volume and complexity of information. O'Toole concluded with a call to archivists to attend to the appraisal process, as distinguishing what has to be saved is more important than ever.

Walter Cybulski challenged the audience with the concept that nothing is permanent, and delved into the deterioration of materials ranging from paper to microfilm to digital information. In the electronic age, Cybulski warned, "bright ideas burn out before someone even comes to change the bulb." Cybulski also explored issues related to the explosion of information and the fact that so much of it is available to us, not in the original, but in an abundance of "duplicates, surrogates and fakes." Cybulski admonished to remain vigilant lest impermanence overtake us.

Session 2: "Follow the Digital Road"

Reported by Jim Stimpert
CHAIR/COMMENTATOR: Laurie Baty, *United States Holocaust Memorial Museum*
SPEAKERS: Greg LePore, *Maryland State Archives*; Susette Newberry, *Division of Rare and Manuscript Collections, Cornell University Library*

Susette Newberry discussed Cornell's scanning standards for their collections. As a minimum standard, they scan at 24-bit color and 600 dpi. She also discussed possible security measures, including digital signatures that are difficult to erase (Digimarc and Digiloc), as well as digital watermarks. Cornell does not use either of these methods, relying instead on rigorous permission statements on their paper forms. They soon hope to begin work on scanning a large collection of lantern slides and glass negatives.

Greg LePore discussed technical specifications for scanning at the Maryland State Archives. He opened with a capsule history of electronic storage media, with examples for the audience to see. Factors limiting digital delivery of high-quality images are bandwidth and user ability. Even if the originating system can send multi-megabyte images, the recipient or any server along the path may reject large files if sent as attachments. For this reason, platform-independent solutions are needed to bring the image and the remote viewer together.

Session 3: "TEAMS Approach to Management"

Reported by Kristine Kasko
MODERATOR: Bruce Wilson, *Performing Arts Library, University of Maryland*
SPEAKERS: Tom Soaps, *Chair, Archives Division, National Air and Space Museum*; Desider Viktor, *University of Maryland Libraries*; Wilda Willis, *NARA*

Teams can work in an appropriate environment, but they must have structure and know exactly what is expected of them. To quote Tom Soaps, "micro management defeats the entire purpose." Managers need to promote communication and motivate the staff. Desider Viktor said, "teams are not magical," but they allow for "efficiency in decision making." Wilda Willis discussed how the change to Team Management was a difficult process. In her repository, it was a beneficial change as it evened out the burden of work among employees. She stressed that team leaders and supervisors must be trusted by team members. All of the speakers stressed the importance of the independence of teams and communications within them.

Session 4: "Showing Your Stuff: Lessons in Successful Exhibit Planning for Archivists"

Reported by Sheila K. O'Neill
CHAIR: Sheila K. O'Neill, *Head, Department of Special Collections, California State University, Sacramento*
SPEAKERS: Donna Wells, *Moorland-Spingarn Research Center, Howard University*; Dean Krimmel, *Museum Director, University of Maryland School of Nursing Museum*; Peter Liebhold, *National Museum of American History*

Peter Liebhold presented a case history of one institution's experience in developing a controversial exhibition. The Smithsonian exhibition, *Between a Rock and a Hard Place: A History of American Sweatshops, 1820 - Present*, posed interesting challenges to traditional exhibition methods. Through a discussion of the structure and content of the exhibition, Peter described how the project was designed to incorporate multiple perspectives: those of the curators, the participants, and the public at large. By dividing the topic of the exhibition into

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seven sections and giving each section its own voice, a range of perspectives was incorporated into the exhibition.

Dean Krimmel stressed the importance of articulating the main idea behind the creation of an exhibition, be it educational, promotional, or otherwise. He discussed the importance of knowing your strengths and weaknesses from the standpoint of availability of artifacts and documentation, expertise in the subject matter, design skills, and financial resources. He also stressed the importance of research and design in the creation of exhibitions. He suggested the use of quotable materials and input from community members in order to present a breadth of perspectives.

Donna Wells discussed the importance of engaging the community in exhibit planning and development for outreach and education purposes, but also as a creative way to learn about people in the community who may have historical documents and photographs in their possession that they would enjoy donating to the Center. Donna talked about the limited budgets most archivists have for exhibits and shared her experiences with inter-institutional projects and other collaborative efforts. She is interested in the development of virtual exhibits and presented some examples from her own institution.

Session 5: "Electronic Reference: The Next Generation"

Reported by Margaret Turqman, Linda White, and Linda Arret

MODERATOR: Joan Stahl, *Image and Electronic Resources Administrator, Research and Scholars Center, American Art Museum, Smithsonian Institution*

SPEAKERS: Margaret Turqman, *Doctoral Student, College of Information Studies, University of Maryland*; Linda White, *Digital Project Coordinator, Public Service Collections, Library of Congress*; Linda Arret, *Library Systems and Services, L.L.C. (LSSI)*

Margaret Turqman discussed the many issues involved in beginning a virtual reference service. In order to assess whether the target community is ready to adopt this new type of reference innovation, she recommended considering several factors including the user group's typical information-seeking behavior, information needs, format, and time frame, as well as the technology skills of librarian and patron group. The College of Information Studies at the University of Maryland has been running a pilot test offering virtual reference to a community of business school graduate students.

Linda White began by saying that trends indicate that patrons are going online for their information needs, challenging librarians to harness new technology tools to meet patrons at their point of need. One solution for creating and maintaining a digital reference service is QuestionPoint. Begun as a pilot project by the Library of Congress and sixteen other libraries in the summer of 2000, QuestionPoint (formerly the Collaborative Digital Reference Service) has matured and moved to a new level of service. Partnership with OCLC has allowed the service to provide new functionality such as chat software; tracking and reporting tools; technical support; and seamless escalation to a global network of online librarians. The hallmark of QuestionPoint is migrating the traditional skills of librarianship to the online environment.

Linda Arret noted that libraries have been offering digital reference services for nearly three decades. Arret explored the current state of the art, including a look at where these services may be going in the future: The development of integrated reference management systems that can knit together the variety of reference services now offered (email, in-person, phone, correspondence, web forms, etc.); improved communications based on the growing use of broadband technologies; and the

development of new collaborative techniques such as syndicated research network services and tiered services that allow organizations to serve their researchers around the clock.

Session 6: "Spread the Word! Promoting Preservation in the Archives"

Reported by Susan Koutsky

MODERATOR: Patricia Palmer

Salinger, *Head, Preservation Services, Virginia Commonwealth University*

SPEAKERS: Charlotte Tancin, *Librarian, Hunt Institute for Botanical Documentation, Carnegie Mellon University*; Karen Sinkule, *Coordinator, Microfilming and Audiovisual Preservation Programs, National Library of Medicine*

Charlotte Tancin discussed making collection users aware of good handling practices. The archivist must educate the researcher on proper handling so that users realize that fragile materials continue to be at risk, especially when handled poorly. In order to become comfortable in instructing researchers, they must first learn more about preservation and the risks involved in ignoring it. Establishing rules and procedures for researchers will help minimize use impact and give archivists documentation to distribute to their clientele.

Karen Sinkule discussed promoting preservation to staff and administrators within an institution. Archivists must have a clear idea of what they need to persuade people to do and whom they need to persuade. She emphasized backing up arguments with hard facts, including actual costs and time and the dangers posed to collections that are not preserved properly. She also said that if overall preservation goals are difficult to accomplish, achieving smaller goals allows for some progress. In general, Sinkule emphasized a positive approach, including acknowledging good efforts and being enthusiastic about preservation.

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Moderator **Patricia Palmer Selinger** described workshops at her institution which are based on the former Library of Congress preservation awareness workshops. **Mark Roosa**, from the Library of Congress, described the new Conservation Awareness Workshop, during which the general public will be able to bring in their family treasures and receive a conservation assessment. **Yvonne Carignan**, from the University of Maryland, described how preservation is promoted during Maryland Day, with a book-making session, set up preservation displays, and held a water-damaged book salvage event.

Session 7: "High Impact: Archival Users Making Waves, Causing Change"

Reported by Joan Echtenkamp Klein

CHAIR: Joan Echtenkamp Klein, *University of Virginia Health System Library*

SPEAKERS: Paul Lombardo, *Center for Biomedical Ethics, University of Virginia*; Peter Hardin, *Richmond Times-Dispatch*

Researchers use archival collections not only to answer questions, but also to effect change and mend past injustices. Archivists can, and do, play crucial roles in this process. In this session, two speakers—one a lawyer, bioethicist, historian, professor, and author, and the other a newspaper reporter—discussed their experiences conducting research in archival repositories to bring greater attention to issues of social and cultural importance.

One of the important "take home points" from the session's presentations was that reporters could be our friends. Reporters welcome help in finding good material to bring old stories into the light of present day. A case in point is the story of Carrie Buck, a Charlottesville native, who became infamous in the 1927 Supreme Court case when Chief Justice Oliver Wendell Holmes, referring to Carrie's mother,

Carrie herself, and Carrie's daughter, declared: "Three generations of imbeciles is enough." The session's speakers were two of the principals responsible for turning the spotlight on the disgrace of legally enforced sterilization, sanctioned in Virginia until the mid-1970s. The collaboration of the session's speakers led to an apology (or a near apology) by the Virginia Senate in 2001 when they expressed "profound regret" for the "incalculable human damage done in the name of eugenics."

Session 8: "Archival Declassification Review and Redaction System (ADRRES)"

Reported by William Grover

CHAIR: John Roberts

SPEAKERS: Jay Eigenbrode, *ADRRES Project Manager, NARA*; Steve Tilley, *Chief of the Special Access/FOIA Staff, NARA*; Elizabeth Lockwood, *Special Access/FOIA Staff, NARA*; David Paynter, *Special Access/FOIA Staff, NARA*

Steve Tilley provided a background and overview of the ADRRES project, including earlier efforts to acquire a tracking and redaction system and testing and examination of similar systems used by other Federal agencies.

Elizabeth Lockwood discussed the ADRRES review requirements and discussed its ability to process both Systematic Review and FOIA Review cases. Elizabeth also covered the ADRRES reporting capabilities. David Paynter discussed the training provided to staff before ADRRES was launched in the National Archives and the actual implementation of the ADRRES System. Jay Eigenbrode spoke about his role as Systems Administrator in the acquisition of ADRRES.

Session 9: "Small Repositories: Projects, Challenges, and Achievements"

Reported by Cynthia Kahn, Marilyn Drews, Sara Stone

MODERATOR: Jason Weishaupt, *Goodwill Industries International*

SPEAKERS: Sara Stone, *National Park Service*; Marilyn Drews, *National Association of Convenience Stores*; Cynthia Kahn, *Association of American Medical Colleges*

Marilyn Drews discussed her institution's ongoing oral history project, begun during its 40th anniversary. In the first phase, there were only four weeks to engage a company, choose candidates, arrange space at the NACS annual meeting, and gather background materials. Further, the contracted company had a great deal of control of the project, and the cost was quite high. Eighteen months later, the second phase of the oral history project was initiated. The time, the project was run entirely by NACS staff. The part-time archivist of NACS conducted the interviews using questions prepared ahead of time and reviewed by the stakeholders in the organization. The basic lessons include setting goals, reviewing questions and planning ahead. Other tips are to be flexible, ask for help when needed, have trained staff conduct the interviews and get support from upper management.

Cynthia Kahn discussed challenges of working in a small repository, including staff turnover, budget, and quality control. However, the benefits of having and maintaining the archives are numerous. The Archives has been used by a historical novelist pulling together information to authenticate a scene in his book. It has also been used extensively in writing about and celebrating the 125th anniversary history of the Association, and to successfully fight a trademark dispute with another organization.

Sarah Stone presented her personal observations on the handling of vertical files. National Park Service staff, volunteers, students, and serious researchers often rely on these files for their introduction to a subject. Some hold what appears to be actual record material, some hold printed materials with no attribution, and some hold complete NPS-originated published reports.

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These are mixed with photocopies of book chapters, newspaper clippings, and other ephemera. A lively discussion ensued as to how any small repository might address its overgrown vertical file. Agreement on a written scope of collection statement specific to the file, a weeding policy, and a policy on format of source information to be added to every item filed were suggested.

Session 10: "Ins and Outs of Consulting"

Reported by Tom Eisinger

CHAIR: Brian Keough, *Head, M.E. Grenander Department of Special Collections and Archives, University at Albany, SUNY*

SPEAKERS: Kim Dixon, *Archivist, History Associates Incorporated*; Paul Theerman, *Head of Special Collections, National Library of Medicine*; Marc Zeitschik, *Pmxess Associates*

Kim Dixon began with a commentary on the issues with which a consultant has to grapple when working on a project. Dr. Theerman followed up by discussing how his organization decided to hire contractors/consultants, and the issues involved in hiring the contractor/consultant to work on a specified project. Marc Zeitschik concluded the presentations by talking about the current company he founded (Praxess Associates), and a past company he directed. Chair Brian Keough contributed with his own experiences as a consultant.

Session 11: "Mass Deacidification and Paper Splitting: Extending the Life of Archival Collections"

Reported by Susan Koutsky

MODERATOR: Ken Harris, *Preservation Projects Director, Library of Congress*

SPEAKERS: Mark Roosa, *Director for Preservation, Library of Congress*; J. Franklin Mowery, *Head of Conservation, Folger Shakespeare Library*; Andrea Hinding, *Curator*

Emeritus, Kautz Family YMCA Archives, University of Minnesota

Mark Roosa described a new paper splitting/paper strengthening project that the Library of Congress has recently begun. LC found that strengthening changed the tactile qualities of some paper and caused some inks to feather, but worked very well on brittle newspapers that are normally too fragile to serve. The three-year LC project will include analysis and discovery of the best methods during the first year, a pilot project to develop selection routines and workflows during the second year, and production to treat 27,000 items in the LC collection during the third year.

Frank Mowery described the advantages and disadvantages of other conservation methods for fragile documents, including encapsulation in Mylar and facing with Japanese tissue, but concluded that paper splitting is preferred because it strengthens the paper from within, it does not obscure the text or images, the paper can be returned to its original binding, and an alkaline buffer is introduced. Paper splitting is, however, complicated, irreversible, and invasive.

Dagmar Getz discussed deacidifying the Kautz Family YMCA Archives at the University of Minnesota Library. It took three years to deacidify the 9,433 volumes and 4,224,000 sheets. Archives staff removed photos, memorabilia and photocopies. At Preservation Technologies, the folders were kept in order and sent through the special sheet paper deacidification process, which is similar to the book process but involves a different type of chamber. Getz said that sending the paper to be deacidified was "like sending children to camp—you hope they have a good time, come back with few scratches and no broken bones!"

Session 12: "The Slaughter: Fact or Fiction?"

Reported by Heather Moore

MODERATOR: Jennie Guilbaud,

NARA

SPEAKERS: Lt. Col. Charles Gaul, *U.S. Army*; Richard Boylan, *NARA*; Walter Hill, *NARA*

In 1998, Mr. Carroll Case published *The Slaughter*, a novel that tells the story of the murder of more than 1,200 African-American troops of the 364th Infantry Regiment by the U.S. Army at Camp Van Dorn, MS, in 1943. The book included a non-fiction introduction containing documents reporting an actual event in which a member of the 364th was killed. This, along with the author's claims that his work was based on accounts of the event passed on to him by a participant in the alleged mass murder, prompted private citizens, the media, the NAACP, and members of Congress to call for investigation into the incident.

Richard Boylan discussed the extent of the paper trail that exists for all individuals and units in the U.S. Army. The number of records that would have to be altered or destroyed in order to cover up the mass murder of over 1,200 men would be astronomical. Boylan's research found no indication that any cover-up had occurred.

Lt. Col. Charles Gaul, former historian at the U.S. Army Center of Military History, discussed the research that he conducted during the Army's investigation into the incident. His team prepared a well-documented history of the 364th Infantry and recreated the records of all soldiers who served in the regiment at Camp Van Dorn. Extensive archival research and oral history interviews of living veterans revealed no indications of a factual basis for the allegations.

Walter Hill presented his research into the records of the NAACP, the Black Press, and the black community information network. He discovered nothing during his extensive research that would support the assertion that this incident had ever taken place. Dr. Hill explained that the public's lack of knowledge

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about history, combined with a general distrust of the government, created a climate in which an unfounded claim could be so readily believed despite the weight of evidence against it.

Session 13: "Prioritizing for Archival Preservation"

Reported by David Vecchioli

MODERATOR: Becky Ryder, *Preservation Librarian, University of Kentucky Libraries*

SPEAKERS: Doris A. Hamburg, *Director, Preservation Programs, NARA*; Dianne van der Reyden, *Senior Paper Conservator, Center for Materials Research and Education, Smithsonian Institution*

Dianne van der Reyden began by explaining what she means by preservation: management, reformatting/duplication, environmental controls for storage and use, collection maintenance, conservation treatment, conservation research and preservation training (see <http://web1.si.edu/scmre/paperdocs.html> for handouts she provided).

Doris Hamburg followed by showing a preservation control measures matrix that she uses at NARA in order to rate collections as platinum, gold, silver, bronze or copper (high priority to low priority) depending upon the priority assigned for preservation. Storage, handling, physical treatment and reformatting needs are among those areas of consideration used in rating collections for preservation. Hamburg stressed the need to consider overall needs across collections when using this approach.

Van der Reyden said that a preservation priorities survey is key. Both panelists discussed just what is meant by "use": Demands such as upcoming commemorative events but also wear-and-tear involved in regular handling and exhibit. Especially at intake, archivists can flag those materials with mold, insect infestation or

rolled items as high priorities for preservation. In terms of digital issues, Van der Reyden offered the possibility of "scanning on demand in cold storage," meaning assuring environmental controls while providing digitized images based on use. Addressing what low budget options exist for preserving collections that demand attention right away, van der Reyden listed unrolling, surface cleaning, removal of fasteners and unfolding as prime means. Hamburg stressed simple preventive measures such as keeping books shelved straight on clean shelves in a controlled environment as basic steps of preservation that go a long way.

Session 14: "Sources for Sports History in Baltimore (and Elsewhere)"

Reported by Alan Haeberle

MODERATOR: James Edward Miller, *Historian, author of The Baseball Business: Pursuing Pennants and Profits in Baltimore*

SPEAKERS: Greg Schwalenberg, *Curator/Registrar, The Babe Ruth Museum*; Joshua W. Christian, *U.S. Lacrosse National Hall of Fame & Museum*; Bob Savitt, *Chairman, Bob David's Chapter of The Society for American Baseball Research*

Moderator Jim Miller introduced the presenters. Christian and Schwalenberg had slides illustrating their collections; Schwalenberg also played some sound clips on tape. There were a number of questions for all the panel at the end of the session, and a number of people stayed to talk with the presenters afterwards.

Session 15: "Talking It Over: Preserving the Archival Record through Oral Histories"

Reported by Jim Stimpert

CHAIR: Sandra Stewart Holyoak, *OHMAR Board Member, Rutgers University*

SPEAKERS: Mame Warren, *The Johns Hopkins University*; Lynne

Dakin Hastings, *Hampton National Historic Site*

The two speakers shared how they came to be involved in oral history, and some highlights of their career along the way. Mame Warren has written several books based heavily on oral histories, while Lynne Dakin Hastings has been using oral history to document the history of Hampton National Historic Site, including interviewing elderly descendants of those who owned or worked on the estate. Both speakers commented on several "dos and don'ts" for oral history, including background research necessary to know what questions to ask to elicit pertinent information. Hastings concluded her remarks by playing taped excerpts from several interviews.

Session 16: "Born Digital or Morphed: Digital Preservation"

Reported by Jackie Esposito

MODERATOR: Jackie Esposito, *University Archivist, Penn State University*
SPEAKERS: L. Sue Kellerman, *Preservation Librarian, Penn State University*; Larry Wentzel, *Digital Preservation Coordinator, Penn State University*

Larry Wentzel and Sue Kellerman presented an interactive session on care, maintenance, and preservation of digital projects. They reminded us that we cannot save the whole world: choices must be made especially since digital is not the final solution, context must be preserved as well as content, and retrieval systems are only as good as their indexes. They warned not to underestimate costs: short-term costs include staffing, equipment, and time, while long-term costs include maintenance, regeneration, and quality control. They discussed equipment needs, specifications, vendors and managing requests for proposals. Also reviewed were checklists for digital projects that included audience, material selection, user needs, added value, end products, copyright,

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pre-scanning prep, scanning requirements, cataloguing/metadata, website development, funding, publicity, timeline, project leadership and staffing. Many session participants also shared their experiences and asked questions.

Session 17: "EAD and What Comes After"

Reported by Jim Stimpert

CHAIR: Lucious Edwards, *Virginia State University*

SPEAKERS: Daniel Pitti, *Institute for Advanced Technology in the Humanities, University of Virginia*; Brian Harrington, *Special Collections and Archives, The Johns Hopkins University*; Mary Lacy, *Library of Congress*

Daniel Pitti began by stating that EAD 2002 should be released in the fall and will include several changes to the EAD DTD, including de-emphasizing administrative information in favor of a "Desk Group" for such information, and two new elements: language of material and specific details. Pitti acknowledged that EAD exists in an "unruly information universe," and the primary criticism of EAD has been a lack of consistency in the format. EAD must accommodate the past and present in order to remain relevant for the future.

Brian Harrington began with a review of changes in online finding aid delivery since 1995. At that time, the Gopher, a text-based interface, ruled the Internet. Because of Gopher's free-form nature, information could be shared more readily than via MARC records, but search engines of the time were poor. Harrington listed three areas in which EAD is currently lacking: divergent descriptive practices, distributed searching, and relating collections to the outside world. He stated that we need to find a way to bring finding aids under authority control without eliminating the information they contain. He finished by describing the problem of finding aids "falling out of view" because

they are hidden within databases and can no longer be found by search engines.

Mary Lacy concluded the program by describing LC's involvement in a number of ventures designed to improve the delivery of information. LC is a collection of several smaller "shops," each working toward a common set of practices. One of the changes they are implementing is a collection summary in each finding aid.

Session 18: "Preserving/Managing Audio-visual Collections: Issues and Suggestions"

Reported by Tom Connors

MODERATOR: Tom Connors, *National Public Broadcasting Archives, University of Maryland*
SPEAKERS: Chuck Howell, *Library of American Broadcasting, University of Maryland*; Lynanne Rollins, *Human Studies Film Archives, Smithsonian Institution*

Chuck Howell described the Radio Advertising Bureau and its Preservation Project. There is increasing research interest in radio in the 1950s and 1960s, so the RAB Collection of phonographic radio jingles is an important resource for cultural historians. Chuck described the phonograph cleaning and dubbing processes: Each commercial track is dubbed onto reel-to-reel analog tape and simultaneously onto DAT. Chuck also presented a sample of some of the radio advertisements contained in the RAB Collection.

Lynanne Rollins discussed the basic issues facing managers of film collections. She spoke first about how to identify what you have and how to inspect its physical condition. Your eyes and nose are the best tools for identifying problems. She then covered wind, storage and repair issues relating to film. She also spoke about preservation: that film to film is the best means of preservation, and that videotape is solely an access tool. In terms of cataloguing, she recommended gearing your description to use.

Session 19: "Conserving Flags and Banners"

Reported by Yvonne Carignan

MODERATOR: Nancy Pollak, *Conservator of Paintings and Painted Textiles, Art Care Association*
SPEAKERS: Fonda Thomsen, *Conservator, Textile Preservation Associates, Inc.*; Suzanne Thomassen-Krauss, *Chief Conservator, Star Spangled Banner Project, Smithsonian Institution*

Fonda Thomsen began this session by defining flags and banners. They are historical documents, with two sides of equal importance, and they carry their history in their fabric. Materials, construction, subject content, and even contaminants all play a part in telling the story of a flag or banner. Thomsen discussed materials and techniques for proper storage of flags and banners, as well as for conservation treatments of them.

Moderator and painting conservator Nancy Pollak described the challenges of conserving paintings on one or two sides of flags and banners. She convinced us of the need for precise and delicate treatments that must have no impact on the opposite side.

Suzanne Thomassen-Krauss described her work as lead conservator for the Smithsonian Institute's Star Spangled Banner project. Prior to its acquisition by the Smithsonian Institution, private owners freely distributed pieces of the flag to friends. Only 80% of the original flag, about 37 by 34 feet, remains intact, although conservators are still receiving some missing pieces back from various recipients. Other damage to the flag includes past treatments. Work done in 1873 using tacking stitches sewed it to sail cloth was reversed in 1914 by Amelia Fowler who prepared the flag for exhibit by using 2 million stitches to sew it to a linen support. Conservators currently work to reverse Fowler's treatment, but keep samples of the old stitches and supports for documenta-

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tion. The flag is so fragile that it will never be hung again. Display is planned at a low angle, in an enclosed case that provides a microenvironment, light control, and room for routine maintenance without having to move the flag again.

Session 20: "Researcher Interest and Its Affect Regarding Access to Records"

Reported by Robin Van Fleet

CHAIR: Cindy Bendroth, *Pennsylvania Historical and Museum Commission*

SPEAKERS: Kristen Wilhelm, *Center for Legislative Archives, NARA*; James Beidler, *Genealogical Society of Pennsylvania*; Gail Redmann, *Historical Society of Washington, DC*

Kristen Wilhelm spoke about policies used by the U.S. House of Representatives and the U.S. Senate regarding access to their records. In particular, she spoke about 3 groups of House records and how pressure from researchers affected the opening of these records: House Select Committee on Assassinations; House

Select Committee on Missing Persons in Southeast Asia; and House Un-American Activities Committee.

Gail Redmann discussed how her organization, formerly a closed institution, is coming up with ways to generate researcher demand. She spoke about problems they previously had with individuals going through the stacks after hours to look for materials. She also discussed how they are trying to come up with access policies for the board and about some of their creative ways to make materials available by training researchers interested in the collections to process the papers.

James Beidler spoke about the problems his institution has had with Pennsylvania vital records, in particular, privacy versus the genealogists' right to access. Under the Pennsylvania vital statistics law, birth and death certificates are considered health records, thus, only relatives or direct descendants can apply for access. The State Senate is working on a bill to loosen access and there is an effort to change Pennsylvania's open records law.

Session 21: "Possible Roles for Archivists in Knowledge Managing Organizations: A Knowledge Management Primer"

Reported by Tom Connors

CHAIR/COMMENTATOR: Aimee Felker, *International Monetary Fund*

SPEAKERS: Claude Walston, *College of Information Studies, University of Maryland*; Paul Lasewicz, *IBM*

Claude Walston discussed the development of knowledge management in American corporations, citing the most important titles in the literature of knowledge management.

Paul Lasewicz spoke about knowledge management from the viewpoint of a working archivist. Some of the key points made by both Walston and Lasewicz were: knowledge management is people-centric; technology cannot do it alone; internal political barriers to sharing information need to be overcome for KM to work; archivists understand how people find/use information and how knowledge is created; archivists have an organization-wide perspective; archivists have information-sharing behaviors that can serve as a model for a KM culture.

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The second session, "Appraisal and Acquisition," was facilitated by Sue Elter and Richard Marcus. Marcus discussed collection policies and mission statements, the purposes and advantages of having policies in place, and the steps for drafting institutional records policies. Elter discussed appraisal theory, what appraisals are, why and when archivists appraise, and how an appraisal is executed. The class was valuable in that it revealed many aspects of appraising records such as determining the best evidence at the highest level, informational value, intrinsic value, and electronic records considerations.

The third session I found particularly valuable was "Arrangement and Description." The lecturers, Brenda Kepley and Don McIlwain, reviewed the objectives, modes, and levels of control in arrangement. They defined various terms such as archives, manuscripts and personal papers, processing, arrangement, and description. They

included an explanation of basic archival principles like respect des fonds and provenance, sanctity of original order, levels of control, and collective description. Additionally, this session covered differences and similarities between archives and manuscripts.

The final day of the arrangement and description module allowed us to apply our newly acquired knowledge to a practical exercise of description and arrangement. The experience was not only an opportunity to review the material we had just learned, but allowed us to gain intellectual control over a sampling of the various types of records that the federal government has in its repository.

The MAI provides a wealth of information for both the novice and the experienced archivist. I consider myself fortunate to have had the opportunity to discover new ideas through instruction and networking. The staff at the MAI are invaluable sources of knowledge, and I recommend the program to anyone who wants to heighten their skills and learn effective ways of preserving and organizing records.



The Historical Society of Pennsylvania

The Historical Society of Pennsylvania Announces Fall 2002 Events

The Historical Society of Pennsylvania (HSP) has announced its schedule of events for fall 2002. Unless stated otherwise, events are free, open to the public, and held at The Historical Society of Pennsylvania, 1300 Locust St., Philadelphia. To register for an event, call (215) 732-6200 ext. 412 or email events@hsp.org. For more information call (215) 732-6200 ext. 207 or visit the Society's web site: www.hsp.org.

Tuesday, Oct. 1, 6:30 p.m.

Dinner: Culture, Cuisine and Conversation at Roy's, 124-34 S. 15th St., Philadelphia

Explore Hawaiian fusion cuisine at Roy's Restaurant. Dinner will include a three-course meal that will show off the cuisines of Pan-Asian cultures. Cost is \$50 per person, including appetizer, choice of entrée, chef's choice of dessert, and coffee, tea or soda.

Note: A colonial holiday meal is planned for Thursday, Dec. 5, at City Tavern, 138 S. 2nd St., Philadelphia. Dinner at City Tavern will be \$50. Reserve both dinners before Sept. 25 at a discounted price of \$95.

Wednesday, Oct. 9, 5:45 p.m.

HSP Harvest of Books Show

What do the American Revolution, housewives and a captain of industry

have in common? Find out by joining three local authors who have harvested the treasures of the Society's collections for their research. The authors will discuss and sign copies of their recent books:

Francis Fox, *Sweet Land of Liberty: The Ordeal of the American Revolution in Northampton County, Pennsylvania*; **Janet Theophano**, *Eat My Words: Reading Women's Lives Through the Cookbooks They Wrote*; and **Herb Ershkowitz**, *John Wanamaker: Philadelphia Merchant*.

A reception at 5:15 p.m. will precede this program.

Saturday, Oct. 12, 8:30

a.m.—approximately 6 p.m.
Tour of Pennsylvania's Coal Culture

Explore the fascinating history of the anthracite coal region of Pennsylvania in Eckley Miners' Village. Eckley preserves a way of life that dominated the anthracite region for over 140 years. Go into a lateral coal mine where miners worked by hand, and a strip mine showing current mining techniques. The tour will leave from 1300 Locust St. and include all transportation, a talk en route, admissions and lunch. HSP members \$70 each, non-members \$80 each. With early registration before Sept. 6, the price is \$65 for members and \$75 for non-members.

Saturday, Oct. 26, 2 p.m.

Halloween Program: Philadelphia's Skeletons in the Closet

What lurks under the sidewalks and streets of Philadelphia? Join forensic archaeologist Tom Crist in an exploration of the city's hidden skeletons, both literal and figurative. Crist, formerly the city archaeologist, has excavated parts of numerous burial grounds around the city, uncovering many hidden mysteries, including Philadelphia's earliest known homicide. Learn about how an archeologist actually works, and experience hands-on artifacts excavated across the city, from Washington's House to Washington Avenue. Crist will bring bones and other artifacts excavated from sites around Philadelphia. A reception at 1:30 p.m. will precede this program.

The Historical Society of Pennsylvania, including The Balch Institute for Ethnic Studies, documents, preserves, and shares the histories and cultures of the diverse communities in the Greater Philadelphia region, across Pennsylvania, and throughout the nation. The Society brings together people and documents to explore and interpret history, enriching the lives of the individuals and communities drawn to the stories of the United States and its people.



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The Mid-Atlantic Archivist (MAA) is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes interested individuals who live and work in Delaware, the District of Columbia, New Jersey, New York, Maryland, Pennsylvania, Virginia, and West Virginia. MARAC seeks to promote the professional welfare of its members; to effect cooperation among individuals concerned with the documentation of the human experience; to enhance the exchange of information among colleagues working in the immediate regional area; to improve the professional competence of archivists, curators of textual, audio-visual and related special research collections, and records managers; and to encourage professional involvement of those actively engaged in the acquisition, preservation, bibliographic control and use of all types of historical research materials.

Individual annual membership dues are \$35. The dues year runs from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *MAA* at \$35 per year.

Membership applications should be addressed to: MARAC, 8233 Old Courthouse Road, Suite 210, Vienna VA 22182; (703) 556-4905; fax: (703) 556-9301; cpayson@kimbal.com.

Material for publication should be sent to Katy Rawdon-Faucett, Archivist, The Barnes Foundation, 300 North Larch's Lane, Merion PA 19066; (610) 667-0290 x1048; fax: (610) 664-4026; krawdon@barnesfoundation.org.

Deadlines are February 15, June 1, August 15 and December 1.

Advertising rates and requirements may be obtained from Susan Aprill, Brooklyn Collection, Brooklyn Public Library, Grand Army Plaza, Brooklyn NY 11238; (718) 230-2778; s.aprill@brooklynpubliclibrary.org.